



UNIVERSITY
of MARY

for Life.

Division of Nursing

Graduate Nursing

Student Handbook

2023-2024

Dear Students,

Congratulations on your acceptance into graduate nursing studies at the University of Mary! You are to be commended for seeking a graduate degree in nursing. Your degree will prepare you for future leadership roles within the profession.

Your successful progression within this program will require considerable effort; however, it is the faculty's wish that your learning will be stimulating and enjoyable as you embark on this important venture. Please dedicate yourself to putting forth the effort required to accomplish the goal of becoming a nurse leader with advanced education.

This Graduate Nursing Student Handbook is intended to be used as a guide related to expectations required by the faculty in the Division of Nursing. Please understand that no document ever contains all the answers. We appreciate that each of you has individual needs and questions. Towards that end, we have assigned you an advisor, who along with your faculty, are good listeners and available to respond to your concerns.

Best wishes as you set out on this most important journey.

Sincerely,

Billie Madler, DNP, APRN, FNP-C, FAANP
Associate Dean of Nursing

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The Associate Dean of Nursing and Program Coordinators review all contents of the graduate student handbook annually, those policies that undergo revision are delineated by the month and year in a footnote below that respective section.

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University of Mary and Graduate Nursing

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Graduate nursing students are obliged to comply with expectations set forth in the University of Mary Catalog and the Graduate Nursing Handbook as published annually. *Students are subject to the policies of the **most current** Graduate Nursing Handbook.* Students must be continuously enrolled and are expected to satisfy curricular program requirements in effect at the time of their admission to a specific graduate nursing program. If a student does not meet satisfactory academic progression of his/her program of study, that student may be subject to curricular revisions.

University of Mary General Policies

Several general policies applicable to any University of Mary student are available online. To access these policies, visit this [link](#).

University of Mary Catalog

The Office of Academic Affairs regularly updates and publishes the University of Mary Catalog. This catalog serves as the foundation for a variety of general and program specific information. Please visit the [University of Mary Catalog](#) for details. Graduate nursing students will find more detailed program information in the contents of the Graduate Nursing Handbook, which comprises the following pages of this handbook.

University of Mary Mission

The University of Mary exists to serve the religious, academic, and cultural needs of people in this region and beyond. It takes its tone from the commitment of the Sisters of Annunciation Monastery. These Sisters founded the University in 1959 and continue to sponsor it today. It is Christian, it is Catholic, and it is Benedictine.

Saint Gianna School of Health Sciences Mission and Vision

MISSION STATEMENT

Prepare health care professionals, anchored in moral courage, who respect and defend the dignity of the human person.

Revised 12/19

VISION

In the spirit of St. Gianna, we envision a thriving center of excellence that prepares servant leaders who will transform healthcare for everyone at all stages of life.

Revised 3/21

Nursing Division Mission and Vision

INTRODUCTION

By fostering a Christian, Catholic, and Benedictine learning environment, the Division supports the University and St. Gianna School of Health Science's mission by preparing leaders in the service of truth with moral courage who respect and defend the dignity of the human person. Academic preparation and nursing practice opportunities in a variety of healthcare settings along the continuum of care prepares students to achieve professional competence.

MISSION STATEMENT

The Nursing Division prepares nurses, with a foundation in moral courage, to protect the dignity of the human person and to provide safe, quality, compassionate, patient-centered healthcare to the people in the region and beyond.

VISION

Graduates of the St Gianna School of Health Sciences, Nursing Division, will be successful leaders, effective collaborators, sophisticated consumers of research, and compassionate providers of care. These graduates will be socially and ethically accountable, culturally sensitive, value the sanctity of life, respectful of diverse populations, and responsive to the changing healthcare environment.

Revised 4/21

IDENTITY STATEMENT

As a flagship program of the University of Mary, we sustain the pioneering courage of our Founders, the Benedictine Sisters of Annunciation Monastery. We are a devoted community of faculty, students, and professional support staff who engage in rigorous teaching and learning experiences delivered in a nurturing environment to support our individual and collective professional discovery, growth, and development. We are a prayerful, faith-filled group serving the vocation of nursing. We are Mary Nurses for life.

Developed 10/21

Nursing Division Philosophy

In the spirit of St. Gianna, the Nursing Division prepares nurse leaders to meet the healthcare needs of persons throughout the lifespan in an ever changing and complex healthcare environment to promote safe, ethical, transparent, and equitable care to diverse populations in various settings. We believe the essence of nursing is caring. Nurses are in the privileged position of witnessing life's most intimate events when patients and families are most vulnerable and, therefore, are charged to utilize the art and science of nursing to create an atmosphere of mutual respect and trust. Fundamental beliefs concerning Teaching and Learning, Clinical Judgement, Informatics and Healthcare Technologies, Diversity, the Nursing Meta-paradigm (Nursing, Health, Person, and Environment), and the Rule of Saint Benedict guide the endeavors of the faculty.

SAINT GIANNA

Saint Gianna's noble work as a doctor as well as her incredible sacrifice of love - to not only save the life of her child, but also witness to the dignity and sanctity of every human life - sets a radiant example for healthcare practitioners who are servants of truth, compassionate in their care, and impressively prepared for the complexity of modern medicine. It is no secret that there is a vital need for nurses who understand the consequences of new medical technology and treatment. The Division of Nursing intends to hold up Saint Gianna as the standard for the kind of competent, morally courageous, and compassionate professionals we strive to produce.

TEACHING AND LEARNING

The creation of an active learning environment encourages students to achieve their highest levels of personal and professional growth. Faculty facilitate the acquisition of knowledge, skills, and attitudes which are integral components of the teaching learning environment leading to changes in behavior. Faculty cultivate opportunities for self-reflection that foster personal health, resilience and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership. We believe nursing knowledge, as well as relevant knowledge from the arts and sciences, is foundational to encourage lifelong learning essential for the professional nurse.

CRITICAL JUDGEMENT

Faculty encourage students to engage in effective clinical reasoning and critical analysis of information and actions to improve patient care and advance the scholarship of the profession of nursing. We believe students who engage in clinical reasoning use concepts, ideas, and theories to interpret multiple sources of data and experiences to answer questions, solve problems, prioritize, and resolve issues. Students develop intellectual curiosity, rational thought processes, self-awareness, openness to diversity, and reflective clinical judgement.

INFORMATICS AND HEALTH TECHNOLOGIES

Nurses, as essential members of the healthcare team, use information, communication technologies, and informatics in their direct and indirect care roles. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional regulatory standards. Nurses, at all levels, understand and value their role in health information technology analysis, planning, implementation, and evaluation. Nurses have a responsibility to advocate for equitable access, while assisting patients and consumers to use these tools and technologies to promote engagement in care, improve health, and contribute to the management of health conditions.

DIVERSITY

We believe diversity among faculty, students, and members of society enriches the educational experience; the curriculum is designed to meet diverse learning needs. Cultural competence is grounded in an appreciation of the profound influence of culture in people's lives, and the commitment to encourage positive responses of healthcare providers to these

differences. Graduating nursing professionals are prepared to respond with openness to the varying healthcare needs of diverse populations in relation to human values including life, justice, personal freedom, health, and well-being.

RULE OF ST. BENEDICT

St. Benedict mandated, “Care of the sick must rank above and before all else.” (RB 35:1). The Rule of St. Benedict encompasses values foundational in the development of ethical decision making and integrity essential to the nursing profession. These values permeate the nursing curriculum at the University of Mary with emphasis of the Benedictine values: hospitality, respect for person, prayer, service, moderation, and community. These values guide students to integrate spiritual, emotional, physical, and intellectual characteristics into their personal and professional lives.

Revised 3/13, 4/21

Nursing Meta-Paradigm

NURSING

Nursing is guided by professional standards, is characterized by caring, accountability, clinical judgement, and the integration of evidence-based findings. Through the application of the art and science of nursing, nurses advocate for and empower individuals, families, and communities to promote healthful living while preventing or minimizing negative effects of disease and treatments of both acute and chronic conditions.

PERSON

Persons are holistic individuals who evolve through the influence of culture and environment. All persons, comprised of body, mind, and spirit possess inherent dignity and value and have the right for self-determination.

HEALTH

Health is not merely the absence of disease; it is an optimal adaptation achieved through a balance of physical, psychological, social, cultural, developmental, and spiritual components. Perceptions of health are individually determined within socio-cultural contexts that are influenced by knowledge, experiences, and values. Within a collaborative environment, nurses promote, maintain, and restore optimum health in individuals, families, groups, and communities throughout the lifespan.

ENVIRONMENT

Persons are continually adapting to their environments to meet biological, psychological, social, and spiritual needs. Nurses promote safe, healthy environments through practice, education, and inter/intraprofessional partnerships. Nursing practice at the individual, organizational, and population levels, is intended to support safe, equitable, and quality healthcare within complex systems. Using evidence-based methodologies, nurses lead innovative solutions to address complex health problems. Committed to the just allocation of

healthcare resources, nurses exert influence with their wisdom in key principles of patient-centered care, organizational behaviors, and sources of healthcare financing. Nurses influence the patient care environments through health policy efforts.

Revised 3/13, 4/21

Graduate Nursing Overview

The complex healthcare delivery system and the evolving academic setting places high demand for nurses with advanced education. The University of Mary Graduate Nursing Programs continue to recognize and respond to this need by preparing competent and compassionate nurse leaders.

The Division of Nursing at the University of Mary offers a Master of Science in Nursing with specialization opportunities in three areas: Nurse Educator, Nursing Leadership & Management, and Nurse Informatics. A dual degree MSN/MBA in Healthcare Administration is also offered. A Doctor of Nursing Practice degree is available in the specialization of Family Nurse Practitioner (BSN to DNP) and Nursing Organizational Leadership (MSN to DNP).

Broaden your skill set and deepen your knowledge through one of the specialized concentrations offered at the University of Mary: Bioethics, Health Care Informatics, or Teaching and Learning in Nursing.

Nursing Division Accreditation

The Master's degree programs in Nursing and Doctor of Nursing programs at the University of Mary are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC 20001, (202) 887-6791.

The University of Mary is accredited by [The Higher Learning Commission](http://hlcommission.org) (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Organizational Structure of the Nursing Division

The Division of Nursing is within the St. Gianna School of Health Sciences. Please refer to the *Organizational Chart of the Nursing Division* in the appendix section of this handbook (Appendix A).

Operations with graduate nursing programs are guided by multiple sources. Sources of input that shape graduate nursing program curriculum, delivery, and ongoing continuous improvement come from our community of interest, graduate nursing advisory groups,

national nursing accreditation standards, and professional nursing specialty standards (respective to graduate program type as outlined below).

Community of Interest

The internal community of interest within the University of Mary includes faculty, students, and administration (Dean of the School of Health Sciences, VP of Academic Affairs, Academic Affairs Council, etc.). The external communities of interest include alumni, potential and current employers of graduates, clinical organizations where students engage in coursework activities, professional organizations, and accrediting bodies.

Graduate Nursing Advisory Boards

Each graduate nursing program has an Advisory Board. The purpose, membership, officers, and meeting interval of the advisory board are outlined in the *Graduate Nursing Advisory Board Operational Principles* document found in Appendix B.

National Accreditation and Professional Specialty Nursing Standards

Professional nursing specialty standards are utilized to guide graduate nursing program curricula. The University of Mary Graduate Nursing programs apply the following professional nursing standards in applicable programs:

- The Essentials of Master's Education in Nursing (American Association of Colleges of nursing (AACN), 2011)
- The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006)
- National League of Nursing (NLN) Core Competencies (NLN, 2019)
- American Organization for Nursing Leadership (AONL) Nurse Manager Competencies (AONL, 2019)
- American Organization for Nursing Leadership (AONL) Nurse Executive Competencies (AONL, 2019)
- Criteria for Evaluation of Nurse Practitioner Program (National Task Force on Quality Nurse Practitioner Education [NTF], 2016)
- Nurse Practitioner Core Competencies (National Organization of Nurse Practitioner Faculties [NONPF], 2017)

Table 1 illustrates how professional nursing standards are used between and among graduate nursing program at the University of Mary. A legend of each standard follows the table.

Table 1

Professional Nursing Standards

Program	QSEN	ANCC Master's Essentials	ANCC Doctorate Essentials	NLN Core Competencies of Nurse Educators	AONL Nurse Manager Competencies	AONL Nurse Executive Competencies	Criteria for Evaluation of Nurse Practitioner Program	Nurse Practitioner Core Competencies
Nurse Educator								
Nursing & Healthcare Informatics								
Nursing Leadership & Management								
MSN/MBA in Healthcare Administration, Dual Degree								
Family Nurse Practitioner								
Nursing Organizational Leadership								

Quality and Safety in Nursing Education (QSEN) Competencies

- Quality Improvement (QI): Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.
- Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Teamwork and Collaboration: Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Patient-centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
- Evidence-Based Practice (EBP): Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

ANCC Master’s Essentials

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

ANCC Doctorate Essentials

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Inter-professional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Nursing Practice

NLN Core Competencies of Nurse Educators

1. Facilitate Learning: Nurse educators are responsible for creating an environment in the classroom, laboratory and clinical settings that facilitates student learning and the achievement of desired cognitive, affective, and psychomotor outcomes.
2. Facilitate Learner Development and Socialization: Nurse educators recognize their responsibility for helping students develop as nurses and integrate the values and behaviors expected of those who fulfill that role.
3. Use Assessment and Evaluation Strategies: Nurse educators use a variety of strategies to assess and evaluate student learning in classroom, laboratory, and clinical settings, as well as in all domains of learning.
4. Participate in Curriculum Design and Evaluation of Program Outcomes: Responsible for formulating outcomes and designing curricula that reflect contemporary healthcare trends and prepare graduates to function effectively in the healthcare environment.
5. Function as a Change Agent and Leader: Nurse educators function as change agents and leaders to create a preferred future for nursing education and nursing practice.
6. Pursue Continuous Quality Improvement in Nurse Educator Role: Nurse educators recognize that their role is multidimensional and that an ongoing commitment to develop and maintain competence in the role is essential.
7. Engage in Scholarship: Nurse educators acknowledge that scholarship is an integral component of the faculty role, and that teaching itself is a scholarly activity.
8. Function within the Educational Environment: Nurse educators are knowledgeable about the educational environment, within which they practice and recognize how political, institutional, social and economic forces impact their role.

AONL Nurse Manager Competencies

- I. The Science: Financial Management, Human Resource Management, Performance Improvement, Foundational Thinking Skills, Technology, Strategic Management, Appropriate Clinical Practice Knowledge
- II. The Art: Human Resource Leadership Skills, Relationship Management and Influencing Behaviors, Diversity
- III. The Leader Within: Personal and Professional Accountability, Career Planning, Personal Journey Disciplines

AONL Nurse Executive Competencies

- A. Communication and relationship-building competency skills include: 1) Effective communication; 2) Relationship management; 3) Influencing behaviors; 4) Diversity; 5) Community involvement; 6) Medical staff relationships; and 7) Academic relationships.
- B. Knowledge of the health care environment competency skills include: 1) Clinical practice knowledge; 2) Delivery models / work design knowledge; 3) Health care economics and policy; 4) Governance; 5) Evidence-based practice / Outcome measurement and research; 6) Patient safety; 7) Performance improvement / Metrics; 8) Risk management.
- C. Leadership competency skills include: 1) Foundational thinking skills; 2) Personal journey disciplines; 3) Systems thinking; 4) Succession planning; and 5) Change management.
- D. Professionalism competency skills include: 1) Personal and professional accountability; 2) Career planning; 3) Ethics; 4) Advocacy.
- E. Business competency skills include: 1) Financial Management; 2) Human resource management; 3) Strategic management; 4) Information management and technology.

NONPF Nurse Practitioner Core Competencies

- 1. Patient Care
- 2. Knowledge of Practice
- 3. Practice-Based Learning & Improvement
- 4. Interpersonal and Communication Skills
- 5. Professionalism
- 6. Systems-Based Practice
- 7. Interprofessional Collaboration
- 8. Personal and Professional Development

Revised 2021, 8/22

Graduate Nursing Committees

The Graduate Nursing Committee is the core committee of graduate nursing education at the University of Mary. In addition to this committee, there is a program specific committee for each program of study: 1) Nurse Educator Program Committee, 2) Nursing Leadership & Management and MSN/MBA in Healthcare Administration Program Committee, 3) Nursing and Healthcare Informatics Program Committee 4) Family Nurse Practitioner Program Committee 5) MSN to DNP in Nursing Organizational Leadership. Graduate nursing faculty collectively facilitate program committee meetings/communications at regular intervals. Two additional committees at the graduate level are the: 1) Faculty Development committee and 2) Student Development committee. All meeting agendas and minutes are stored on the shared nursing network drive.

The Graduate Nursing Committee is composed of:

- Associate Dean of Nursing
- Program Coordinators
- St. Gianna School of Health Sciences Graduate Enrollment Representative
- Graduate Faculty and Staff
- Student Representatives
- Invited Guests

Program Committee membership is composed of:

- Associate Dean of Nursing
- Program Coordinator
- Faculty
- St. Gianna School of Health Sciences Graduate Enrollment Representative
- Student Representative
- Invited Guests

Graduate Nursing Committee and Program Committee meetings are held as scheduled. Special meetings may be called by the Associate Dean of Nursing. The purpose of each committee is to conduct programmatic business that fosters program quality. Program Committees report pertinent Graduate Nursing Committee meeting information in their respective program meetings.

Graduate committees assume responsibility for the ongoing study of curricular trends, review of curricular content, course sequence, and recommendations of faculty, students, and advisory groups for changes in curricula. Programmatic changes are generated through or reviewed by the Graduate Committee and upon approval forwarded following the University Governance Channel (St. Gianna School of Health Sciences, University Graduate Council, University Senate when required, University President, and Board of Trustees when required).

The Graduate Nursing Committee and Program Committees are responsible for monitoring the quality of graduate education. Input is sought and welcomed in a variety of ways that include formal course evaluations (completed by students); course audits (completed by program coordinators); end of course reports (completed by course faculty); informal student input; program exit evaluations; 2- and 5-year alumni surveys; and through Advisory Board recommendations. The graduate assessment plan is consistent with the Divisional Annual Plan and the University's Graduate Assessment Plan. Implementation and evaluation of the Graduate Nursing Assessment Plan comes under the purview of the Graduate Committee and is guided by Program Coordinators and the Associate Dean of Nursing.

The Graduate Nursing Committee monitors quality of graduate student life; receives suggestions for curricular and non-curricular items; reviews student policies/procedures; encourages personal and academic student growth; recognizes student and faculty achievement; supports faculty development; and publishes the Graduate Nursing Handbook.

Recommended nursing program changes are approved through the following process: 1) Nursing Division, 2) St. Gianna School of Health Sciences, 3) Graduate Council, 4) University Senate (when necessary), and 5) if a new program, the University President. Graduate Council proposals related to curriculum and programmatic changes are referred to University Senate for approval except for the following which are referred directly to the President of the University of Mary: 1) Recommendations for appointments to graduate faculty. 2) Changes in program outcomes; addition and deletion of courses; and graduation requirements that do not significantly alter other courses in the program.

The Faculty Development Committee consists of a representative from the undergraduate and graduate faculty along with the Associate Dean of Nursing. The committee is responsible for annual review and revision of the Nursing Division Faculty Handbook, facilitating faculty presentations after national conference attendance and is involved in selection of new, full-time faculty members. The committee also collaborates with the Associate Dean to develop and implement ongoing education, social interaction and fostering excellence in teaching. The committee is charged with developing an annual report of goal attainment and accomplishments. Projected needs are developed and brought forward at the Undergraduate Committee Assessment Meeting and needs funneled into the budgetary cycle.

Revised 10/22

The Student Development committee is comprised of a minimum of one faculty, one staff, and two student representatives. This committee is responsible for initiatives geared toward supporting student development of individuals at all stages in their graduate nursing education. The committee meets a minimum of one time per year. This committee is responsible for planning, marketing, and delivery of a student development offering at least once a semester.

Revised 7/19; 6/20, 6/21

Competencies and Outcomes

The University of Mary Mission, Vision, and Values offer distinction to the education, preparation, and formation of graduates. Unique University Graduate Competencies and Graduate Nursing Program Outcomes have been formulated not only in accordance with national accreditation standards and professional nursing specialty standards, but also significantly influenced by the University of Mary Mission, Vision, and Values. The University Graduate Competencies and Program Outcomes identify the knowledge, skills, and abilities an individual from a University of Mary graduate nursing program will possess upon degree completion.

UNIVERSITY GRADUATE COMPETENCIES

The University of Mary graduate programs offer its students preparation in the following four areas of competence:

- **Communication:** Graduates demonstrate excellence in communication. Students are engaging and effective communicators demonstrated by employing collaborative

dialogue and adapting language to resonate with multiple audiences and/or cultures. Their communication reflects a strong command of their field(s) due to the accurate application of disciplinary standards and infusion of disciplinary frameworks and evidence into oral and written works.

- **Moral Courage:** Graduates clarify, support, or defend what is right and true, whether reached by faith or reason, when confronted by opposing actions or viewpoints in order to serve an understanding of the truth and to promote a culture of human dignity, justice, and virtue. Students, motivated by serving truth, evaluate and respond to actions or viewpoints opposed to what is right or true. Based on faith or reason, they clarify, support, or defend truth and a culture of human dignity, justice, and virtue.
- **Professional Distinction:** Graduates are servant leaders committed to excellence in their professions and communities. Students integrate knowledge and skills in the applicable discipline for professional service and/or contributions to society. They integrate applicable ethical principles and synthesize supporting reasons/evidence for decision-making. Students pursue the common good by prioritizing the needs of, and cultivating the growth of, others above their own circumstances and aspirations.
- **Scholarship:** Graduates conduct research or evidence-based practice to develop degree-appropriate knowledge of scholarship. Students display the skills and dispositions essential to effectively conduct evidence-based practice or research and produce scholarship. They develop a professional philosophy grounded in scholarship.

For students to acquire proficiency in these competences, continual assessment of learning in an atmosphere of openness and free inquiry is promoted.

Revised 2021

GRADUATE NURSING PROGRAM OUTCOMES

In the spirit of the University of Mary, Saint Gianna School of Health Sciences, and the Division of Nursing mission and philosophies, the Division of Nursing seeks to prepare graduate students who meet outcomes respective to their chosen MSN or DNP specialty.

BSN to MSN: Nurse Educator

- Demonstrates an expanded knowledge base of the art and science of nursing.
- Creates teaching environments, established by nursing standards, which incorporate the application of learning theories, implementation of varied teaching strategies, and use of diverse evaluation methods.
- Evaluates curricular design in regard to the student experience, the achievement of program outcomes, and the attainment of accreditation standards.
- Illustrates the nurse educator's responsibility to foster professional competence, behavior, and role socialization of students in teaching/learning milieus.
- Understands the role of the nurse educator in student development of intra- and interprofessional communication skills to advance the delivery of safe patient care.
- Recognizes how political, institutional, societal, and economic forces influence the role of the nurse educator.

- Acts with moral courage in the nurse educator's role as a change agent and facilitator of innovation, through the utilization of servant leadership principles and the Benedictine values, to protect the dignity of the human person.
- Articulates a commitment to the practice of lifelong learning to maintain competence as a nurse educator, cultivate nursing knowledge, and promote the scholarship of nursing.

Revised 2021

BSN to MSN: Nursing and Healthcare Informatics

- Integrate the influence of professional nursing standards, the code of ethics, principles of servant leadership, moral courage, Benedictine values, nursing philosophy, and personal beliefs, on the professional informatics nurse's practice.
- Value the input of collaboration with the patient, family, and healthcare team to improve quality and safety in patient outcomes when developing strategies, policies, or procedures for introducing, evaluating, or modifying information technology applied to nursing practice, administration, education, or research.
- Analyze and interpret patient, nursing, or information systems data to improve nursing services and to inform health policy and advocacy efforts.
- Translate nursing practice information and informatics technology between nurses, healthcare team members, administration, systems engineers, analysts, or designers.
- Develop or implement policies or practices that respect the dignity of the human person and ensure the integrity, privacy, confidentiality, and security of patient information.
- Apply knowledge of computer science, information science, nursing, and informatics theory to nursing practice, education, administration, in collaboration with other health informatics specialists with focus on patient safety, patient outcomes and population health.
- Design, develop, select, test, implement, and evaluate new or modified informatics solutions, data structures, and decision-support mechanisms to support patients, health care professionals, and their information management and human-computer and human-technology interactions within health care contexts.

Revised 2021

ADN to MSN: Nursing Leadership & Management

- Designs processes to achieve quality, cost-effective and ethical health outcomes
- Manages the complexity of human resources in today's healthcare
- Evaluate quality and safety measures
- Designs a plan of change using principles of servant leadership guided by Benedictine Values
- Collaborates with others to improve the quality of professional nursing practice and health care policy
- Utilizes evidence-based practice for performance improvement
- Possesses requisite knowledge to pursue doctoral education
- Uses information technology to improve processes

- Demonstrates effective principles of change while providing client centered care
- Applies priorities of the professional nurse in the promotion of community health

Revised 2023

BSN to MSN: Nursing Leadership & Management

- Designs processes to achieve quality, cost-effective and ethical health outcomes
- Manages the complexity of human resources in today's healthcare
- Evaluate quality and safety measures
- Designs a plan of change using principles of servant leadership guided by Benedictine Values
- Collaborates with others to improve the quality of professional nursing practice and health care policy
- Utilizes evidence-based practice for performance improvement
- Possesses requisite knowledge to pursue doctoral education
- Uses information technology to improve processes
- Demonstrates effective principles of change while providing client centered care
- Applies priorities of the professional nurse in the promotion of community health.

Revised 2020

MSN/MBA in Healthcare Administration, Dual Degree

- Integrate ethical practices and policies which appropriately address the unique healthcare laws and regulations healthcare organizations must follow.
- Synthesize information through research and data analysis using best business and evidence-based nursing practice to facilitate change toward high quality, cost effective and ethical nursing care delivery systems.
- Collaborate with interdisciplinary teams, consumers, and other key stakeholders to effect needed change in healthcare delivery systems.
- Utilize stewardship of human, fiscal, and organizational resources based on principles of finance, accounting, and economics.
- Incorporate service and Benedictine values into nursing leadership practices.
- Evaluate current domestic and global issues on healthcare and possible impacts to a changing healthcare industry.
- Analyze significant issues between clinical nursing practice and healthcare administration to offer effective conflict resolution and provide leadership for practical solutions.

BSN to DNP: Family Nurse Practitioner

- Demonstrates competence in health promotion, disease prevention, and illness management of individuals, families, and communities.
- Utilizes servant leadership principles and expanded knowledge in health policy, advocacy, and healthcare quality to promote positive change in the delivery of care along the healthcare continuum.
- Applies Benedictine values to foster a collaborative nurse practitioner-patient relationship that fosters respect, protection, and enhancement of spiritual integrity,

human dignity, as well as cultural diversity to improve patient and population health outcomes.

- Acts as a leader in knowledge translation and application of evidence-based practice from nursing and related fields through critical evaluation, synthesis, and integration of health information data and research findings.
- Influences, negotiates, and manages change among an interprofessional team for purposes of advancing healthcare quality among patients, populations, and systems.
- Practices reflectively as an advanced practice nurse who is aware of and responsive to environmental contexts that shape healthcare decision making.

MSN to DNP: Nursing Organizational Leadership

- Appraise health care organizations to assess strengths and weaknesses and facilitate organization-wide improvement in healthcare delivery from a systems thinking approach.
- Perform as a leader in knowledge translation and application of evidence-based practice through critical evaluation, synthesis, and integration of health information data and research findings to improve healthcare and health care systems.
- Integrate informatics and patient care technology into clinical practice and organizational systems to improve healthcare outcomes.
- Influence health care policy at the local, state, and federal level to champion issues of quality, social justice, equality, and fiscal responsibility in the delivery of healthcare services.
- Successfully negotiate and manage cutting-edge innovations and change among interprofessional teams for purposes of advancing healthcare quality among patients, populations, and complex systems.
- Apply Benedictine values to foster a collaborative relationship that promotes respect, protection, and enhancement of spiritual integrity, human dignity, as well as cultural diversity to improve patient and population health outcomes.
- Integrate professional standards, nursing science and theory, values, accountability, ongoing self-reflection, ethical, analytical, and organizational sciences as the foundation for the highest level of nursing practice.



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General Information

The University of Mary Division of Nursing offers Master of Science in Nursing and Doctor of Nursing Practice degrees.

The Master of Science in Nursing programs include the 1) Nurse Educator; 2) Nursing Leadership & Management; 3) Diploma/ADN to MSN: Nursing Leadership & Management; 4) Nursing and Healthcare Informatics; and an 5) MSN/MBA Healthcare Administration Dual Degree in collaboration with the Gary Tharaldson School of Business.

The Doctor of Nursing Practice programs include the 1) Family Nurse Practitioner and 2) Nursing Organizational Leadership.

Students are allowed to take graduate nursing core courses as non-degree seeking students prior to acceptance into a program of study. Students are encouraged to contact their advisor for guidance regarding core courses. Core courses include:

- NUR 510 Healthcare Across the Population
- NUR 551 Critique and Design of Research
- NUR 601 Evidence Based Practice & Strategic Healthcare Decision Making
- NUR 612 Professional Roles in Advanced Nursing
- NUR 614 Resilient Nursing Leadership
- NUR 648 Healthcare Law and Policy

Please refer to the [University of Mary Catalog](#) for course numbers, course descriptions, and prerequisite listings.

Computing Requirements

All students registered for courses in Graduate Nursing Programs are expected to have basic computer competency. Computer competency is defined as a familiarity with computers, use of the internet, email, and word processing. Computer requirements for graduate nursing programs are outlined in Table 2.

It is required that all graduate students have a University of Mary email account, Microsoft Word, Microsoft Power Point, web cam, and high-speed internet access for communication and coursework. University of Mary email addresses will be assigned to each student. It is the student's responsibility to manage that assigned email. The expectation is that students are reviewing their email accounts daily when engaged in coursework. All official university related communication will be sent through this email address. Browser compatibility requirements for Canvas, the Learning Management System students engage in coursework, are outlined [here](#).

Table 2
Computer Requirements

<p style="text-align: center;">Recommended PC Requirements</p> <p>64-bit (x64) dual core processor 8 GB of system memory 250 GB hard drive DVD-ROM drive Windows 10 Up to date antivirus Webcam</p>	<p style="text-align: center;">Minimum Requirements</p> <p>32-bit (x86) or 64-bit (x64) processor 4 GB of system memory 80 GB hard drive DVD-ROM drive Windows 10 Up to date antivirus</p>
<p style="text-align: center;">Other Recommended Items</p> <p>USB memory stick Microsoft Office 365 is available for students, free of charge, by signing onto https://portal.office.com with a valid UMary email account.</p>	<p style="text-align: center;">Free Antivirus Options</p> <p>Microsoft Security Essentials AVG - Free AVAST</p>
<p style="text-align: center;">Software Specific to the Graduate Nursing Education Programs</p> <p>The NUR 565 Statistics course requires students to purchase SPSS software. This software is widely available online, and IBM lists an array of partners with which to buy the software at a student price. This course is 10 weeks long so if you have the option to purchase a monthly subscription, be sure to choose an option that allows you to have access to the software for the entire course. This is just one option: https://studentdiscounts.com/.</p>	

Revised 6/20, 7/21, 9/21, 5/23

Academic Plan

An Academic Plan is established upon admission and outlines the expected course sequence students will follow to complete their degree. The student collaborates with their academic advisor to complete the academic plan within the first semester of study. This academic plan is completed using J1 Web.

Revised 7/20, 8/22, 5/23

Withdrawals • Refunds • Add/Drop Policies

Students are encouraged to discuss questions regarding withdrawals/add/drop policies with their academic advisor or the Registrar’s Office. Students are also referred to the [University of Mary Catalog](#) for information regarding these policies. Questions regarding tuition refunds should be forwarded to Student Accounts and/or the Office of Financial Aid.

Advisor Assignment

All students accepted to graduate studies will be assigned an academic advisor who is a faculty person within the Division of Nursing. Students are notified of their assigned academic advisor in their welcome email. The graduate nursing student should initiate regular communication with his/her advisor for any questions related to academic processes or policies. Questions related to courses, faculty, University policy, registration, progression in the program, graduation, etc., should be directed to your nursing faculty academic advisor.

Attendance Policy

Class Attendance

Graduate study not only focuses on individual study, but also hinges on discussion and exchange of ideas between faculty and students and non-faculty professionals and students. Therefore, it is the expectation of the Division of Nursing that all graduate nursing students regularly attend scheduled lectures, discussion boards, seminars, conferences, clinical/practical experiences, presentations, and other required educational offerings.

Instructors are required to maintain reports on student attendance and to report absences for each course. For purposes of determining if a student is in attendance, she/he must be physically present in seated classes, and she/he must be participating in online classes at least on a weekly basis. Online course participation includes participating in discussion boards, submitting assignments on time, and/or interacting with the instructor through electronic means.

Attendance is required for all face-to-face and online synchronous meetings. This expectation includes Institute weeks for FNP students. Synchronous meetings may include but are not limited to institute meetings, online lectures, seminars, conferences, presentations, and webinars. It is the student's responsibility to obtain time off from work to accommodate class attendance. Any absence may subject the student to credit loss for associated coursework. Special unforeseen or unavoidable circumstances will be taken under consideration and may include such examples as significant student illness or hospitalization, extreme family emergencies, flight cancellation or road closures due to inclement weather, subpoenas, jury duty, military service, bereavement, and religious observances. In these, or like, situations the program coordinator may excuse the student absence. Examples that will not be excused include but are not limited to absences related to employment responsibilities, vacations, childcare issues, attending or presenting at conferences, and special events.

Instructors are not obligated to accommodate examinations or required course meetings to meet students' preferences. If a student determines there may be a special unforeseen or unavoidable circumstance resulting in an inability to participate in a required course meeting, that student must communicate with the course faculty and program coordinator immediately.

Clinical Attendance

Clinical attendance is mandatory. Students are required to be at their clinical site during their scheduled clinical hours. No missed hours of clinical will count towards a student's total number of required hours. Students must complete the required number of clinical hours per semester to successfully progress in their program of study. In an extenuating circumstance that creates an unforeseen absence such as illness, family emergency, or inclement weather, the student must contact both their preceptor and clinical faculty as soon as possible. It is the student's responsibility to assess the safety of travel conditions if travel to clinical is required. Any time lost must be made up during the same semester. In extenuating circumstances, arrangements are to be made with course and clinical faculty to find an alternative clinical site.

Failure to Adhere to Attendance Requirements

Consequences of a single unexcused absence for a scheduled synchronous class meeting may result in any of the following:

- Dismissal from the course
- 5% reduction in overall course grade
- A zero for the related assignment

Absence from scheduled clinical experiences and/or class without prior approval will be recorded as an unexcused absence. One unexcused absence will place student on academic warning. Notification of this status will be given in writing. Further unexcused absences may result in academic suspension from the program.

Revised 6/20

Scholarly Work

Effective written communication skills are essential in both professional roles and academic environments. The University of Mary Graduate Nursing Programs emphasize the development of these skills.

The American Psychological Association (APA) is the adopted writing standards for Graduate Nursing Programs. All written assignments must conform to the stylistic requirements outlined by the APA unless specifically indicated otherwise by course faculty. Students enrolled in graduate nursing courses are required to have a copy of the most current edition of the *Publication Manual of the American Psychological Association*.

Most courses include written assignments; grading for these assignments is based on the student's ability to demonstrate critical thinking, synthesize evidence, grammar/writing skills, and appropriate use of APA format. Appropriate research and citation of sources is important to uphold academic honesty.

Capstone Work

Thesis, EBP Projects, Seminar and Service Project, or DNP Project

All graduate nursing students are required to complete a capstone course(s).

Nurse Educator students have the option to complete a thesis (NUR 699/NUR 700/NUR 701) or NE Evidence Based Practice (EBP) Project (NUR 694/NUR 704/NUR 705).

The thesis is a publishable, primary nursing research study that is performed under the direction of a graduate faculty member, who serves as Thesis Chair. Nurse Educator students are referred to the University of Mary Thesis Handbook. The thesis is an independent student driven expectation. Typically, students require three semesters to complete the thesis. Costs associated with thesis preparation (i.e., statistician, binding, editor, etc.) are the responsibility of the student.

The NE EBP Project is an analysis of secondary evidence that is used to guide development and evaluation of an evidence-based intervention that addresses an educational need identified in an academic or nursing practice setting. Students work with a Project Chair and an organizational champion. The project course sequence is three semesters.

Nursing Leadership & Management students complete a seminar and service project (NUR 696 and NUR 697). These students partner with a healthcare organization to plan, implement, and measure outcomes on the project initiated and completed within that organization. Costs associated with project preparation (i.e., statistician, editor, etc.) are the responsibility of the student.

MSN/MBA in Healthcare Administration Dual Degree students complete a seminar and service project (NUR 696 and NUR 698). These students partner with a healthcare organization to plan, implement, and measure outcomes on the project initiated and completed within that organization. Costs associated with project preparation (i.e., statistician, editor, etc.) are the responsibility of the student.

Nursing & Healthcare Informatics students complete an EBP Project (NUR 679 and NUR 686). These students partner with a healthcare organization to plan, implement, and measure outcomes on an informatics focused project initiated and completed within that organization. Costs associated with project preparation (i.e., statistician, editor, etc.) are the responsibility of the student.

Family Nurse Practitioner and Nursing Organizational Leadership students complete a DNP project (NUR 830/840/930/940). The DNP project is an evidence-based project resulting in a systems change at a health care organization completed under the direction of a graduate nursing faculty member, who serves as the Project Chair over a four-semester timeframe. Prior to beginning NUR 830 in the spring term, students will enroll in NUR 853 Systems

Thinking and Project Management. Costs associated with project preparation (i.e., editor, statistician, etc.) are the responsibility of the student.

The University of Mary serves as the primary sponsor to any student research or EBP project a student or student group completes as partial fulfillment to a degree requirement. All graduate nursing students engaged in a Thesis or Project must achieve University of Mary Institutional Review Board (IRB) approval prior to data collection or project implementation. At times, collaborating organizations require the student or student group to also submit an IRB application to their organization. The information in that IRB application must match the IRB application approved by University of Mary. All graduate nursing students are required to complete training in Human Protections from the Collaborative Institutional Training Initiative (CITI) training prior to submission of application to the University of Mary IRB. The training will be offered as part of NUR 551 Critique and Design of Nursing Research at no cost to the student. If circumstances of course transfer result in a student not enrolling in NUR 551, that student is responsible for working with the Associate Dean of Nursing for direction on accessing and completing CITI training. Nursing Organizational Leadership students do not enroll in NUR 551 as part of their program of study. However, they are expected to fulfill this requirement prior to submitting an application to the University of Mary IRB.

Revised 7/19, 6/21

Thesis, EBP Project, or Scholarly Project Dissemination

All graduate nursing students are expected to disseminate knowledge from their capstone work. Please refer to the [University of Mary Catalog](#) policy regarding *Completion of the Graduate Program of Study* for additional information. It is expected that dissemination, podium or poster presentation, of any capstone work to any organization recognizes the University of Mary as the primary sponsor of the academic work. This can be accomplished through use of a University of Mary Power Point slide templates that are found on the home page of every online Graduate Nursing course or inclusion of the most current University of Mary logo on each slide of the presentation. If adding the University of Mary logo to a unique presentation, the logo colors, resolution, and dimension scale cannot be altered.

Students should consult their academic advisor or program coordinators with any questions regarding capstone work.

University of Mary Graduate Nursing Authorship Policy

Graduate nursing education requires the completion of scholarly work. Examples include the: 1) Nurse Educator Thesis, 2) Nurse Educator Evidence Based Practice Project, 3) Nursing and Healthcare Informatics Evidence Based Practice Project, 4) Nursing Leadership and Management Seminar and Service Project, 4) MSN/MBA Dual Degree Project, and 5) DNP Project. Theses and Projects are scholarly works that occur primarily under the guidance of an assigned faculty chair and are further supported by a faculty consultant or faculty committee. Often these scholarly endeavors are disseminated to the professional community as publications, podium presentations, or poster presentations. Authorship is the primary

mechanism to acknowledge the contribution of individuals involved in a culminating work and implies responsibility and accountability for the work/publication.

Determining authorship rights and author sequence is an important task for all stakeholders (faculty, student/s, and possibly organizational leaders) early in the course of their collaboration and throughout the progression of their work together. The University of Mary Graduate Nursing program adopted the International Committee of Medical Journal Editors (ICMJE, 2017) recommendations for determining authorship. According to ICMJE, authorship credit should be based on:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the (any) version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. (p. 2)

When an individual meets all four of the above criteria, that person/s should be listed as an author/s. To support clarity regarding authorship of academic capstone work completed as part of a University of Mary degree requirement, students and faculty chairs will be required to complete an *Authorship Memorandum of Understanding* (Appendix C).

Most journals or sites of publications state criteria for authorship. In these instances, their criteria should take precedence over the University of Mary Graduate Nursing Authorship criteria.

When a contribution does not justify authorship, the contributor should be acknowledged separately in accordance with standards of the discipline. For example, consult the specific journal for requirements and placement for acknowledgement of contributors. Contributions to a work that do not constitute authorship can include, for example, technical support or assistance in obtaining funding.

EVERY author listed on a publication or creative endeavor is responsible for 1) approving the final version of the manuscript, including designation of the Lead Author and order of authors; and 2) verifying the integrity of the research/scholarly/creative work performed. In cases of alleged research misconduct, ALL authors are considered responsible for the integrity of the research or creative endeavor. Thus, every author must strive to hold him/herself accountable.

The order of authors is an important consideration. The Lead Author is defined as the person who leads a research/scholarly effort or creative work and makes a major contribution to a multi-authored work. The Lead Author is also responsible for gathering the appropriate consents necessary (animal, human use) and for validating the integrity of the work.

The Lead Author takes the lead of discussing the contributions, recognition and order of all authors that participate in the study. All authors, regardless of position, have a voice in this discussion. Ideally, author arrangement is agreed to proactively, formally, and in writing prior to the initiation of the study. As the study evolves, agreements regarding authorship may need to be further discussed. Most journals and other scholarly outlets do not include statements on author order, so the Lead Author should guide this process and adhere to the norm of the discipline.

If disagreements over authorship occur (e.g., who has a right to be an author, the order of authors), it is the initial duty of the Lead Author to find a resolution in consultation with the other participating authors. If resolution within the immediate author group cannot occur, any concerned party from the group is encouraged to contact a disinterested third party acceptable to all authors. At the University of Mary, these concerns can be addressed with the Associate Vice President of Academic Affairs. These discussions are confidential. During the process of resolution, all interested parties should refrain from unilateral actions that may damage the authorship interests and rights of other authors.

This policy applies to all University of Mary Graduate Nursing students. According to the ICMJE criteria, it is expected that ALL student and faculty co-authors collaborate during any manuscript submission for publication consideration or any abstract submitted for podium and poster presentation consideration. All student and faculty co-authors, who meet the above ICMJE criteria, must be listed as authors. Authors retain the right to pursue publication and/or podium or poster presentation in scenarios that co-author/s may chose not to participate in professional dissemination of the scholarly work. If one party (student or faculty) chooses NOT to participate in the preparation and final approval of a manuscript, presentation, or poster, that individual no longer meets all of the ICMJE criteria and may therefore not be listed as a co-author.

ICMJE. (2017). *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*. Retrieved from <http://icmje.org/icmje-recommendations.pdf>
Research Integrity Council. (2013). *Michigan State University Guidelines on Authorship*. Retrieved from <https://rio.msu.edu/authorship>

Student Authorization for Use of Scholarly Work

On occasion, the Division of Nursing wishes to use examples of student work as demonstration for current students or for accreditation bodies. In order for the Division of Nursing to use a student's work as an example, the student's permission must be obtained. It is requested that students complete the *Authorization to Use Scholarly Work* document found in the appendix section of this handbook (Appendix D) or provide written/electronic verification of their permission for use of a specific academic work.

Academic Honesty

Students are expected to read the University of Mary's Academic Honor Code and Honor System and abide by all the standards of conduct and requirements contained therein. When a student is in doubt about whether or not an action might constitute an Academic Honor Code violation, she/he should request clarification from the instructor before the action in question is undertaken. The Academic Honor Code is available for review [here](#) or on my.umary.edu under the General University Policies.

Revised 9/21, 8/23

Course Grading Scale

Success in graduate study requires a serious commitment and performance of high quality. Successful course completion requires students to obtain a minimum grade of B- in all required courses; achieve passing scores on program specific annual comprehensive exams, projects, thesis, and competencies; and pass all clinical experiences, expectations, and required documentation.

The grading scale used by graduate programs in Division of Nursing is as follows:

Letter Grade	Percentage
A	94-100
A-	92-93
B+	90-91
B	86-89
B-	84-85
Less than 84	Failing
C+	82-83
C	75-81
D	71-74
F	70 and below

The earned grade will not be rounded to the next highest letter grade.

Revised 6/20, 5/23

Academic and Professional Behavioral Standards Review

A review of the student's academic performance is completed at the conclusion of each course. Adherence to behavioral standards and professional conduct (see Behavioral Standards and Professional Conduct, p. 31) is evaluated on an as needed basis.

During academic review, the earned letter grade, cumulative GPA, and percentage of successfully completed courses are evaluated. Concerns regarding a student's professional behavior can be brought forward by students, peers, faculty, preceptors, patients, colleagues, program leadership and all other persons with whom they may interact. This evaluation determines if the student has met both the academic requirements and the behavioral standards and professional conduct expectations prescribed by the University of Mary and Graduate Nursing Programs.

In situations that a student's academic performance or professional behavior is in question, the University of Mary [Academic Progress Policy](#) will be instituted.

Revised 8/19

Graduate Nursing Satisfactory Progression

Students are encouraged to review the University of Mary [Academic Progress Policy](#). Satisfactory progression requires that student meet requirements of the University of Mary and the Graduate Nursing Program.

Requirements include:

- Maintenance of cumulative GPA of 3.0 or greater
- Successful completion of no less than 67% of attempted courses
- Achieve a grade of B- or higher in each course
- Demonstrate evidence of continuous engagement in thesis/project work
- Pass all clinical or practical educational experiences
- Pass all course and program competency exams, practical and written
- Adherence to Professional Conduct and Behavioral Standards

Students will not be allowed to repeat more than one course during their program of study. Students who fail to meet academic progression requirements will be subject to [Academic Sanctions](#).

Graduate students who have been subject to an academic sanction may appeal their status. Students are referred to the [Appeals Process for Academic Warnings, Suspensions, and Dismissals](#).

Revised 6/20

Behavioral Standards and Professional Conduct

The Code of Ethics for Nurses (ANA, 2015) and the American Association of Colleges of Nursing (AACN) Baccalaureate, Master’s, and Doctorate Essentials are two founding documents outlining the moral, ethical, and professional conduct expectations for nurses (see Table 3). These documents and the University of Mary Student Handbook serve as guideposts in measurement of behavioral standards among graduate nursing students.

Table 3
Moral, Ethical, and Professional Conduct Expectations

ANA Code of Ethics for Nurses	The ANA Code of Ethics for Nurses (2015), through nine provisions, established the ethical standard of the nursing profession. “Individuals who become nurses....are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics for the nursing profession makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse’s life” (Preface). <small>Source: Code of Ethics for Nurses with Interpretive Statements can be found at https://www.nursingworld.org/coe-view-only</small>
AACN Baccalaureate Essentials	“....inherent in accountability is responsibility for individual actions and behaviors, including civility. In order to demonstrate professionalism, <i>civility must be present</i> . Civility is a fundamental set of accepted behaviors for a society/culture upon which professional behaviors are based.” (Hammer as cited in AACN, 2008, p. 26) <small>Source: AACN (2008). The Essentials of Baccalaureate Education for Professional Nursing Practice. Retrieved from http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf</small>
AACN Masters Essentials	Outlines expectations of graduate curricula that must be incorporated in graduate nursing programs of study. Student achievement of competence must be demonstrable and must build upon the Baccalaureate Essentials. Many of the Master’s Essentials are related to professional behaviors. For example: Essential II: Organizational and Systems Leadership <ul style="list-style-type: none"> • “To be effective, graduates must be able to demonstrate leadership by initiating and maintaining effective working relationships using mutually respectful communication and collaboration within interprofessional teams, demonstrating skills in....initiating conflict resolution strategies.” (p. 11) • “Skills essential to leadership include communication, collaboration, negotiation, delegation, and coordination.” (p. 11) Essential III: Quality Improvement and Safety <ul style="list-style-type: none"> • “Graduates of master’s-level programs must be able to analyze systems and work to create a just culture of safety in which personnel feel comfortable disclosing errors—including their own—while maintaining professional accountability.” (p. 13) • “Promote a professional environment that includes accountability and high-level communication skills when involved in peer review, advocacy....and professional writing.” (p. 14) Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes <ul style="list-style-type: none"> • “Recognizes that the master’s-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.” (p. 22-23) Essential IX: Master’s Level Nursing Practice <ul style="list-style-type: none"> • “Use leadership skills to teach, coach, and mentor other members of the healthcare team.” (p. 27) • “Design strategies that promote lifelong learning of self and peers and that incorporate professional nursing standards and accountability for practice.” (p. 28) • “Integrate an evolving personal philosophy of nursing and healthcare into one’s nursing practice.” (p. 28) <small>Source: AACN (2011). The Essentials of Master’s Education in Nursing. Retrieved from http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf</small>
AACN Doctorate Essentials	“The DNP is a graduate degree and is built upon the generalist foundation (AACN, 2006, p. 6) and is designed to prepare nurses for the highest level of leadership in practice and scientific inquiry” (p. 7). Other essentials from this document include: Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking <ul style="list-style-type: none"> • Ensure accountability for quality of health care and patient safety for populations with whom they work. (p. 10) • Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems. • Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers. Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice <ul style="list-style-type: none"> • Function as a practice specialist/consultant in collaborative knowledge-generating research. • Disseminate findings from evidence-based practice and research to improve healthcare outcomes. Essential V: Health Care Policy for Advocacy in Health Care <ul style="list-style-type: none"> • Advocate for the nursing profession within the policy and healthcare communities. Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes <ul style="list-style-type: none"> • Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

- Lead interprofessional teams in the analysis of complex practice and organizational issues.
- Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.

Essential VIII: Advanced Nursing Practice

- Guide, mentor, and support other nurses to achieve excellence in nursing practice.

Source: AACN (2006). *The Essentials of Doctoral Education for Advanced Nursing Practice*. Retrieved from <http://www.aacn.nche.edu/dnp/Essentials.pdf>

Faculty have 1) a strong commitment to the Mission, Vision, and Values of the University of Mary and 2) an obligation to uphold the professional behavior standards outlined by the Code of Ethics for Nurses and the AACN Essentials Documents among graduate nursing students. Program expectations require graduate nursing students to embody the standards set forth by their professional code with all the rights and responsibilities therein. Maintenance of behavioral standards and professional conduct and is a measure of satisfactory academic progression for graduate nursing programs. Failure to exhibit behavioral standards and professional conduct may result in a contract for behavior change and/or dismissal from the University of Mary Graduate Nursing Program.

Revised 8/19

Channel for Communication

When a student has a grievance related to their learning experience at the University of Mary, they are to follow the channel of communication beginning with the individual most closely aligned to the grievance, if possible. The channel of communication is illustrated below.

Instructor > Program Coordinator (FNP: Dr. Brittany Kudrna, NOL: Dr. Joanne Lassiter, MSN Programs: Dr. Deb Cave) > Dr. Billie Madler, Associate Dean of Nursing bmadler@umary.edu > Dr. Mary Dockter, Dean of St. Gianna School of Health Sciences mdockter@umary.edu.

Students are also advised to review the university's policy on academic grievances to learn more about the university's process for responding to academic concerns.

Revised 8/21, 9/23

Assignments & Exams Policy

The timeliness of assignments will be a factor in the grading process. Assignments are to be submitted at the time that has been specified by the course instructor unless there are special circumstances, and the instructor has approved these circumstances prior to the assignment deadline. **Course faculty have the authority to deduct up to 10% PER DAY for any late assignment prior to grading.** Assignments that are submitted five days after the posted due date, without faculty approval, will receive the grade of zero. No extensions will be granted for discussion questions, synchronous learning activities or interactive assignments, and no posts will be accepted beyond Sunday of the week they are due.

Revised 8/21, 12/21, 5/23

Examinations: Nurse Practitioner Students Only

Examination Environment Expectations

- Personal electronic devices such as cell phones and smart watches etc. are not allowed in the exam area.
- Any communication or use of unauthorized resources during the exam is considered cheating.
- No note cards, books or other resources, or electronic devices of any kind may be used during examination unless sanctioned by the instructor.
- Students may not eat or drink during the exam, therefore, no drink glasses are allowed in the examination area.
- Students will remove hats, hoodies/ jackets prior to the exam.
- Students will complete the exam by themselves and will not discuss the exam questions with any person other than the instructor.
- If permitted by faculty, students may have a piece of blank paper, a pencil, and a basic calculator (provided, if needed).
- Students may not ask questions about the exam content during the exam.

Out of Class Examinations

- All examination environment expectations listed above apply to out of class examinations.
- Honorlock will be the proctor service utilized for out of class examinations. The [‘Getting Started with Honorlock’](#) guide provides a full explanation of the steps required to take an Honorlock enabled exam.
- Students must have an updated version of Chrome installed on their computer that meets [Honorlock system requirements](#) and a functioning webcam and microphone.
- Students, when accessing Honorlock in Canvas, will be prompted and are required to install the Honorlock Chrome Extension.
- Students must have a stable internet connection and ensure their computer is fully charged and plugged into a wall source.
- Students must be alone in a room that has a door that can be closed. The student will be required to show photo ID and scan the area to make sure it is free from books, notes or other resources. The scan must include the entire workspace and work surface. Partial scans and/or failure to show your work surface will be considered possible cheating.
- Students must close all windows, websites, and programs extension prior to logging into the proctored test environment.
- No websites other than Canvas and the Honorlock proctoring extension are permitted to be open while taking a proctored exam.
- Dual monitors are not permitted.
- No other persons except the test-taker should be in the room during testing.
- The student’s face must remain visible in the web camera during the entire duration of the exam.
- Leaving the room during the testing period is not permitted.
- You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in).
- Personal electronic devices such as cell phones and smart watches etc. are not allowed in the exam area unless a cell phone is used as a second camera to get a “whole view” of the student’s exam area.

- Any communication or use of unauthorized resources during the exam is considered cheating.
- The use of note cards, scrap paper, pencil, books, hand-held calculator, online calculator, or other resource is allowed only if they are sanctioned by the instructor.
- Students may not eat or drink during the exam, therefore, no drink glasses are allowed in the examination area.
- Students will remove hats, hoodies/ jackets prior to the exam.
- Students will complete the exam by themselves and will not discuss the exam questions with any person other than the instructor. Communication or receiving assistance from others is not permitted during a proctored assessment. Exceptions: the Honorlock chat feature to contact support.
- Students may not ask questions about exam content during the exam.

Dev 9/22

Graduation Audit and Degree Conferral

A graduation audit is completed by the academic advisor of each student at the conclusion of the term just prior to the student's anticipated final term of study. The completed graduation audit is signed by the advisor and submitted to the Registrar's Office. Degrees are conferred by the Registrar once the student has completed the final semester of study, satisfactorily met all requirements of the respective program of study and has no outstanding balance with Student Accounts.

Requirements for Graduation

It is the responsibility of degree-seeking students to file an application for graduation in the Registrar's Office one full semester prior to the date of program completion. Please refer to the [Graduation & Commencement webpage](#) regarding information on submitting your diploma and commencement application through my.umary.edu.

Graduation Ceremony and Degree Conferral Defined

The University of Mary has one annual graduation commencement ceremony available for graduates to participate in. Graduation is a ceremony; the ceremony is not commensurate with degree conferral. Students are reminded that a degree has not been earned until it is conferred by the University Registrar. A diploma will not be issued until a degree has been conferred. Conferred degrees are mailed by the Registrar's Office. Degrees are conferred at the time the Registrar's Office has been notified the student has met all graduation requirements. For example, if a student completes degree requirements in December, the student is encouraged to participate in annual commencement ceremonies at the conclusion of the spring term; however, the degree will be conferred in December when the student has met graduation requirements.

Because of the variability of degree completion dates that are associated with the self-directed capstone work in the Nurse Educator (NE) track, NE students must obtain all necessary IRB approvals for their thesis/project by April 1 of the academic year to qualify for participation in the graduate hooding and graduation ceremonies.



Nursing Practice Procedures & Policies

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Essential Functions

The University of Mary Graduate Nursing Programs have the responsibility to society for education of competent health care providers. The program has academic standards as well as essential functions (non-academic criteria) students must meet in order to successfully progress in and graduate from the program. Graduate Nursing Programs at the University of Mary have been designed to prepare students to enter the profession as a generalist with the skills, knowledge, and ability to successfully perform all the required functions associated with the role of an entry-level advanced practice nurse in their respective roles.

Graduate student nurses must be able to perform, with or without reasonable accommodations, each of the Essential Functions to effectively participate in our program and successfully fulfill the requirements of the professional curriculum. The University of Mary must ensure that patients/clients are not placed in jeopardy by students with impaired intellectual, physical, or emotional functions.

The University of Mary Graduate Nursing Programs, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, does not discriminate against qualified individuals with disabilities. Upon admission a student who discloses a properly certified disability will receive reasonable accommodation. The accommodations may not cause the University of Mary undue hardship and may not preclude the student's ability to perform all of the essential functions of the program. Reasonable accommodation does not change the essential nature of the academic or clinical program. Reasonable accommodation must be arranged by the student through Student Accessibility Services.

The *Essential Functions* document (Appendix E) is provided in order to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

Developed 7/20, Revised 6/23

Experiential Hours

Students are required to complete practical nursing experiences during their graduate program. The number of hours required in these experiences varies between program of study (Nursing Informatics [385 hours], Nursing Leadership & Management, MSN/MBA in Healthcare Administration, Nurse Educator [500 hours], Family Nurse Practitioner [1280 hours, and MSN to DNP Nursing Organizational Leadership [variable dependent on number of clinical hours accepted from MSN program of study]). Hours spent in practical experiences fall into the following categories:

- Leadership Experiences (i.e., NUR 614 students precept leaders and in capstone coursework students lead a change project within a healthcare organization)
- Education Experiences (i.e., Nurse Educators will gain experiences with instruction in academic or healthcare settings)

- Clinical Experiences (i.e., FNP students will be in experiences providing direct patient care)

Practical experiences occur in healthcare organizations and academic settings. These settings often require such things as a(an):

- Affiliation Agreement or MOU (Memorandum of Understanding)
- Letter of Understanding
- Criminal background check information
- Immunization information
- HIPPA training
- Liability Insurance

As a result, it will be important each student communicate early with his/her program coordinator and the Graduate Nursing Clinical Placement Liaison. In collaboration, the student; program coordinator; and Graduate Nursing Clinical Placement Liaison will determine documentation required by individual healthcare organizations and/or academic settings. Students are asked to refrain from seeking practical experiences without having been provided direction from the Graduate Nursing Clinical Placement Liaison or their program coordinator.

Revised 7/17, 8/18, 6/23

Liability Insurance

A group policy of liability insurance is provided by the University of Mary. As a practice discipline, nursing deals with the public and may be subject to litigation. Therefore, liability insurance is mandatory for all nurse graduate students. Graduate nursing program fees cover the cost associated with this group policy.

Leadership Experiences Placement Procedure

In all graduate nursing programs, students complete practical hours associated with leadership experiences. To help facilitate the differentiation of practical experience associated with direct patient care and those associated with non-direct patient care, these hours are referred to as “Leadership Experiences.” Graduate nursing students taking NUR 614 Resilient Nursing Leadership complete 80 Leadership Experience hours, NUR 855 Systems Leadership Immersion complete 100 Leadership Experience hours, and NUR 905 Organizational Systems Leadership Practicum complete 100 Leadership Experience hours.

The process for this work is outlined below:

1. During the student’s first term of study, course faculty or the Program Coordinator will send an email to Graduate Nursing Clinical Placement Liaison (CPL) with a list of the

names of graduate students with the anticipated date of enrollment in NUR 614, NUR 855, and NUR 905.

2. Course faculty or the Program Coordinator will send an email to students with a request to complete the Leadership Experience Request form to indicate where they would like to complete their leadership experience.
3. Course faculty or the program coordinator in collaboration with the CPL will verify the appropriateness of the preceptor(s) qualifications and site chosen.
4. The CPL will contact the preceptor or organizational contact with the request for leadership hours.
5. The CPL will send the preceptor a letter of agreement (LOA) to sign. This must be in place before student begins the leadership experience hours. The CPL will facilitate any affiliation agreement or Memorandum of Understanding (MOU) or contracts needed in collaboration with the Associate Dean of Nursing.
6. The CPL will notify student and faculty when the Leadership Experiences Hours paperwork is complete and in place.

The Nursing Leadership and Management and Dual Degree curriculum contain two (2) additional courses that have Leadership Experience hours (NUR 696 and NUR 697 or 698). The course faculty, and individual graduate nursing students collaborate to identify an organization and organizational champion for student and stakeholder development and implementation of an Evidence Based Practice Project aimed to meet an identified organizational need. The Graduate Nursing Clinical Placement Liaison ensures there is an affiliation agreement in place between the University of Mary and the identified organization and that all required student documentation is completed.

The Nursing Informatics curriculum contains two (2) additional courses that have Leadership Experience hours (NUR 679 and 686). The course faculty, and individual graduate nursing students collaborate to identify an organization and organizational champion where they will engage in development and implementation of an Evidence Based Practice Project aimed to meet an identified organizational need of the site. The Graduate Nursing Clinical Placement Liaison ensures there is an affiliation agreement in place between the University of Mary and the identified organization and that all required student documentation is completed.

Revised 7/17, 8/18, 7/19, 6/20, 7/21, 6/23

Nurse Educator: Educational Experiences Placement Procedure

The MSN Program Coordinator, Graduate Nursing Clinical Placement Liaison (CPL), course faculty, and Nurse Educator students collaborate to effectively plan and arrange preceptor facilitated student experiences during the Nurse Educator program. Arrangement procedures will be managed by the Graduate Nursing Clinical Placement Liaison, the MSN Program Coordinator, and course faculty.

NUR 553 Advanced Clinical Concepts

The steps that need to be followed for general preceptor arrangements include:

1. The experiences for this practicum **must** be completed in the area of the student's clinical focus of nursing practice.
2. The [Graduate Nursing Preceptor Request Form](#) will be used for placement for this Clinical Learning Experience and must be submitted by the assigned deadline which will be communicated to students by the CPL. The form includes the organization, site within the organization, and the potential preceptor.
3. The CPL, MSN Program Coordinator, and course faculty will review the form, verify preceptor qualifications, and consider site appropriateness.
4. The CPL and MSN Program Coordinator will determine if the preceptor and site are considered appropriate for the objectives related to that semester of study and to the student's area of clinical focus. Once reviewed,
 - a. CPL will choose to inquire with the potential preceptor.
5. Once a preceptor has accepted a student, the CPL will notify the student placement has been secured. Two documents must be in place:
 - a. Letter of Agreement. This signed letter allows an individual student to complete hours under the supervision of the selected preceptor. The letter of agreement contains the following information:
 - Student name
 - University or facility name
 - University or facility address
 - Timeframe and number of hours requested
 - Preceptor's name
 - Preceptor's credentials
 - Enclosed with the letter of agreement will be a copy of the University sponsored liability insurance coverage on students, and course preceptor manual (which contains evaluation tools).
 - b. Affiliation Agreement or Memorandum of Understanding (MOU). If there is not a current agreement with the organization where the experience will take place, the CPL will send an affiliation agreement/MOU to the organization as a PDF. For most organizations, this document allows any approved University of Mary Graduate Nursing student to complete hours at this organization until the agreement expires.
6. The CPL will create and send the Letter of Agreement, the affiliation agreement/MOU, and a copy of liability insurance certificate. The letter of agreement and affiliation agreement/MOU must be signed and returned by the preceptor and organization before initiating the clinical learning experience.
7. The CPL will contact the organization to initiate an affiliation agreement/MOU and to inquire about any student health records or paperwork Requirements. This documentation may include immunizations, certification requirements, background checks, and completion of HIPAA/Orientation modules.

8. The CPL will notify the student when the placement paperwork is in place. The student will be responsible for establishing his/her clinical learning experience schedule in collaboration with his/her preceptor. The student is required to complete a schedule for the clinical learning experience with the preceptor for approval. The schedule is uploaded as a course assignment in Canvas. For any changes to the submitted clinical learning experience schedule, the student is responsible to notify the course instructor to obtain permission for this change before the proposed schedule change. Course faculty will establish the timeframe within each semester for clinical learning experience completion to ensure necessary course material has been covered prior to the rotation.

NUR 580 and NUR 680

The steps for general preceptor arrangements for NUR 580 and NUR 680 include:

1. The experiences for this practicum **must** be completed in the area of the student's clinical focus of nursing practice.
2. The student must submit his/her proposed preceptor for approval online via the [Graduate Nursing Preceptor Request Form](#) at least one semester prior to the student's enrollment in NUR 580 or NUR 680. The form must be submitted online by the assigned deadline which will be communicated by the Program Coordinator to the students. The form outlines the organization, site within the organization, and the individual who the student would like to have considered as a potential preceptor.
3. The CPL, MSN Program Coordinator, and course faculty will review the form, verify preceptor qualifications, and consider site appropriateness.
4. The CPL and MSN Program Coordinator will determine if the preceptor and site are considered appropriate for the objectives related to that semester of study and to the student's area of clinical focus. Once reviewed,
 - a. CPL will choose to inquire with the potential preceptor.
5. Once a preceptor has accepted a student, the CPL will notify the student placement has been secured. Two documents must be in place:
 - a. Letter of Agreement. This signed letter allows an individual student to complete hours under the supervision of the selected preceptor. Enclosed with the letter of agreement will be a copy of the University sponsored liability insurance coverage on students, and preceptor manual (which contains evaluation tools).
 - b. Affiliation Agreement/MOU. If there is not a current agreement, the CPL will send an affiliation agreement/MOU to clinical site as a PDF. For most organizations, this document allows any approved University of Mary Graduate Nursing student to complete hours at this site until the agreement expires.
6. The CPL will create and send the Letter of Agreement, Affiliation Agreement/MOU, copy of liability insurance certificate, and a copy of the preceptor manual for the course to the approved preceptor. The letter of agreement and affiliation agreement/MOU must be signed and returned by the preceptor before initiating the educational experience.

7. The student and the CPL will ask the preceptor if the clinical portion of the educational experience hours will be completed on-site (lab or SimLab setting) or at another healthcare organization(s).
 - a. If clinical portion will be completed at another healthcare organization, the CPL will contact the organization to initiate an affiliation agreement/MOU with the organization and inquire about any student health requirements or paperwork to be completed. This documentation may include immunizations and certification requirements, background checks, and completion of HIPAA/Orientation modules. If student will be at a healthcare organization for the clinical component, then he/she will need to complete onboarding student paperwork required by the site prior to beginning the clinical portion of the educational experience hours. It is the student's responsibility to ensure he/she has computer/electronic charting access and appropriate training, as required by the healthcare organization.
8. The CPL will notify the student when the placement paperwork is in place. The student will be responsible for establishing his/her educational experience schedule in collaboration with his/her preceptor. The student is required to complete a schedule for the educational experience with the preceptor for approval. The schedule is uploaded as an assignment in Canvas. For any changes to the submitted educational experience schedule the student is responsible to notify the course instructor to obtain permission for this change before the proposed schedule change. Course faculty will establish the timeframe within each semester for educational experience completion to ensure necessary course material has been covered prior to the rotation.

Revised 7/17, 8/18, 7/19, 6/20, 7/21, 8/22

Family Nurse Practitioner: Clinical Experiences Placement Procedure

FNP clinical placement procedures are outlined in the [FNP Clinical Onboarding Manual](#).

Licensure Requirements

Students must hold a *current, unencumbered* nursing license throughout their academic program. Students may be required to have a current nursing license not only in the state they work in but also in the state/s in which they participate in clinical or practical experiences. All expenses incurred for licensure are the responsibility of the student.

Revised 8/18

Certification Requirements

Certifications are a common expectation of the graduate nursing student. Students are responsible to locate, register and fund all required certification courses. The student is also responsible to provide a copy of current certification requirements.

Family Nurse Practitioner students are required to achieve and maintain current certifications in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and Trauma Nursing Core Course (TNCC). Evidence of current certification, for BLS and ACLS, must be on file before or by the beginning of Fall semester year two. PALS and TNCC certification must be on file by end of spring term year two.

Nurse Educator students are expected to hold a current BLS certification by the time of enrollment in NUR 553.

Revised 8/18, 6/20, 6/23

Policy: Saint Gianna School of Health Sciences Dress Code

INTRODUCTION & PURPOSE

In alignment with the mission and vision of the University of Mary and the St. Gianna School of Health Sciences (SGSHS), this dress code policy was created to support students as servant leaders.

The purpose of this dress code is to assure a positive, professional image for University of Mary SGSHS students as they represent their professions while effectively serving the diverse needs of society. Student appearance is a form of nonverbal communication that impacts the relationships with clients and their family, clinical educators, and other members of the health care team either positively or negatively. While dress code policies may be perceived as prescriptive, the intent of this policy is to ensure safety and develop the professional dispositions of SGSHS students during clinical experiences.

GUIDELINES

All SGSHS students will follow the SGSHS policy, the individual program policies, and the policy of the assigned clinical site related to student dress code. A dress code is a guide and cannot cover every potential circumstance. Apparel worn for medical, spiritual, cultural and/or religious reasons may be acceptable in the clinical environment. Students should consult their University of Mary course clinical faculty to seek clarification if questions arise or per direction in the accommodations note below.

- Students should be clean with no discernable odors including tobacco. The use of perfumes, fragrances, colognes, and tobacco is not recommended due to risk of triggering inflammatory or allergic respiratory events.
- Individuals may have varying perceptions regarding tattoos and piercings, and students should be prepared to conceal them upon request of an assigned clinical facility policy.

- Hair should be clean and neat. In certain clinical scenarios, hair should be pulled back to ensure safety. Facial hair should be neatly trimmed.
- To ensure safety and promote infection prevention, nails should be clean and clipped to ¼ inch or less.
- No t-shirts or other attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco shall be worn.
- Undergarments that are visible are considered inappropriate attire.
- It is important for all students to project a professional image of the University of Mary, conducive to a private, Christian university, thus all clothing is best worn with the concept of “modesty” in mind. The SGSHS expects each student to use good judgment in following this policy, seeking clarification as necessary from faculty.
- Students will have additional dress code requirements depending on the program and or clinical site. These specific instructions will be provided as needed at the start of clinical course work.

DRESS CODE ACCOMMODATIONS

Dress code accommodations will be considered upon student request. Examples may include but are not excluded to medical conditions, spiritual, cultural, and/or religious beliefs. Students seeking clarification on dress code should consult their University of Mary course clinical faculty if questions arise. The course clinical faculty will work with the student and program chair to determine a plan of resolution. As needed, an Associate Dean of SGSHS, the Dean of SGSHS and/or members of the University of Mary Diversity Committee will be consulted to verify the student’s concern has been adequately addressed.

Revised 8/18, 6/20; Dev 7/21

Policy: Confidentiality

HIPAA

The University of Mary has students studying in fields such as social work, nursing, physical therapy and occupational therapy. As part of their education, a student may participate in a training program at a facility with a health care provider. Health care providers are now subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA establishes privacy standards for protected health information (PHI), which is individually identifiable medical information maintained in any form or medium.

CONFIDENTIALITY & PRIVACY OATH

All nursing students are required to sign a *Confidentiality & Privacy Oath* as shown in the appendix section of this handbook (Appendix F). This document will be sent to students for review and electronic signature after beginning the program of study. Additional confidentiality statements may be required for specific nursing practice sites. If an organization has such a requirement, students will be required to comply with that organization’s expectations prior to engaging in any clinical/practical experience.

Revised 7/17, 8/18

Policy: Drug Testing

If an agency requires drug testing, the student is responsible for any costs associated with this testing.

Policy: Student Health and Safety

IMMUNIZATION REQUIREMENTS

Immunization requirements are defined in the *Graduate Nursing Student Health Requirements* document. Please refer to the appendix section of this handbook (Appendix G) for a copy of this document. Graduate Nursing utilizes CastleBranch, a compliance tracking solution, to monitor student submission of required health documents. Program advisors provide instruction for completion of requirements using CastleBranch.

Students who have not completed all immunization documentation requirements through CastleBranch by the end of week 1 of any clinical course will be required to drop the course. Extenuating circumstances that may have contributed to the inability to meet this expectation will need to be submitted, by the student, to the program coordinator within the first week of class. The program coordinator will determine if an extension to meet these requirements will be granted.

Differences in the immunization requirements of an employer will not be considered as a reason for extension. The University of Mary Graduate Nursing Immunization Requirements have been established in consultation of clinical settings, which often have differing requirements for students as compared to employees. All students, whether an employee of that setting or not, are subject to the same requirements set forth in the University of Mary Graduate Nursing Student Handbook.

It is the student's responsibility to obtain the necessary immunization health records, titers, or needed immunizations. All requirements are the student's expense.

On request from an affiliated organization for which the student is engaged in a learning experience, the Graduate Nursing Program will share student immunization information. At times, affiliated organizations may have additional health requirements. In these situations, the student will be held responsible for compliance with these requirements.

UNIVERSAL PRECAUTIONS

Blood and body fluid precautions must be consistently used for all patients, regardless of their blood-borne infectious status. This extension of the commonly diagnosis-driven blood and body fluid precautions is referred to as "Universal Blood and Body Fluid Precautions" or "Universal Precautions." Under Universal Precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV, and other blood-borne pathogens.

Universal Precautions are intended to prevent parenteral, mucous membrane, and non-intact skin exposures of health care workers to blood-borne pathogens. In addition, immunization with Hepatitis B vaccine is recommended for health care workers who have exposures to blood.

Body Fluids to which Universal Precautions Apply

Universal Precautions are only directed towards those body fluids, which are capable of transmitting blood-borne viruses, not to all body fluids. The fluids, which are implicated, are as follows:

- Blood
- Semen
- Synovial fluid
- Cerebrospinal fluid
- Peritoneal fluid
- Breast milk
- Vaginal secretions
- Pericardial fluid
- Human tissues
- Pleural fluid
- Amniotic fluid

The fluids to which Universal Precautions do NOT routinely apply are feces, sweat, urine, nasal secretions, sputum, tears, and emesis. But if these fluids are blood-stained, then Universal Precautions do apply. Of course, routine infection control measures for the prevention of contact with other potential pathogens, such as *Pseudomonas aeruginosa* in the urine of catheterized patients, so still apply.

Implementation of Universal Precautions

Hand washing

Hands should be washed after every patient contact, and immediately if soiling with blood or body fluid occurs, and when gloves are removed. Any cuts or abrasions on the hands and forearms should be covered with occlusive tape, which should be impervious to moisture, and replaced when no longer effective.

Gloves

Should be worn when there is any likelihood of hands coming into contact with body substances, non-intact skin or mucous membranes. Gloves should be changed and the hands washed, between patients or when damaged.

Aprons

Clothing should be protected with a plastic apron or impervious gown if splashing or soiling is likely, such as when emptying a suction canister, or tending to a multiple trauma patient.

Masks/eye protection

Eyes and mucous membranes should be protected when splashing with body fluids is likely, such as with irrigation of wounds or when suctioning patients.

Needles and Sharps

It is best to dispose of used needle/syringe units in a sharps container at the point-of-use. If this is not possible, needles should be recapped using one hand, or alternatively, placed into a foil container (uncapped), and the whole container should be put into a sharps container at another location. Sharps should never be forced into an already full container, nor discarded into rubbish or linen containers. Assistance should be obtained prior to giving an injection to a restless or agitated patient. Care should be taken with "piggyback" IV infusions as the needles may dislodge.

Specimens

All specimens should be securely capped and placed into a biohazard bag prior to transport to the laboratory.

Spills

Blood or body fluid spills should be cleaned up promptly while wearing the appropriate protective clothing. If Universal Precautions are correctly and logically applied, health care workers will be at very little risk from blood-borne pathogens in the course of their work.

Please see associated form: *Personal Injury Liability Waiver* (Appendix H).

Revised 8/18

Policy: Needle-Stick Injury

Students should take proper precautions to prevent needle-stick injury. If one should occur while acting as a student, the student must contact their instructor, preceptor, or organizational champion immediately and follow the procedures of the agency in which they are practicing.

If students are not in an agency or there is no needle-stick injury policy in the agency:

- Wash area of needle-stick injury for 10 minutes with antibacterial soap, chlorhexidine or betadine.
- Contact instructor.
- Obtain contact information (name, address, phone number) and permission to obtain blood specimen and medical information from person whose blood/body fluid contaminated the needle.
- Follow institution procedure for needle-stick if applicable.
- Contact personal health care provider. (If a student does not have a personal health care provider, they may obtain care in an emergency division or through the University of Mary Student Health Clinic, if open).

Note: The University of Mary is not responsible for any charges incurred as a result of care or follow-up from needle-stick injury.

Revised 7/19

Policy: Care of Clients with Suspected Active Tuberculosis

In compliance with CDC guidelines, anyone caring for a client with suspected tuberculosis should wear a properly fitting specialized mask. Students may not care for clients with suspected active tuberculosis unless they have been properly fit-tested for a specialized mask used for clients in airborne precautions.

Policy: Transportation

Students are responsible for their own transportation to all experiences related to their academic program of study. Students are not allowed to transport clients, due to liability concerns.

Policy: Criminal Background Check

The University of Mary Graduate Nursing Program requires completion and submission of a criminal background check prior to completion of the first semester of study and annually thereafter. All students are expected to complete the background checks through CastleBranch or produce a background check, completed within the last calendar year, which evaluates the same data points investigated through CastleBranch. Any student, who is living outside of the U.S. or who has not lived within the borders of the U.S. for the last seven consecutive years, are required to also have an international background check completed. In some instances, individual clinical agencies have set expectations regarding background checks that are outside the parameters of University of Mary Graduate Nursing Program requirements. In those instances, the student is responsible for complying with the requirements of those clinical agencies.

All costs incurred in completing the criminal background checks are the responsibility of the student. Results from the criminal background check will be made directly available to the Graduate Nursing Office. Criminal background reports will undergo administrative review within the Division of Nursing. Certain convictions may be considered a disqualifying factor for academic progression in the Graduate Nursing Program. It is the student's responsibility to report any new criminal conviction(s) within 14 days from the date of the conviction(s) to the Associate Dean of Nursing (regardless of whether an appeal is pending). Failure to do so may result in immediate dismissal from graduate nursing programs at the University of Mary.

Most clinical agencies require criminal background information. Students should be aware that offenses on their criminal background may prevent clinical placement or practical experiences at various agencies and therefore may impact their academic progression. On occasion, an agency may have a differing criminal background check policy. In this instance, a

student would be required to be in compliance with both the individual agency policy and this policy.

All certification organizations, state nursing licensure boards, and the Drug Enforcement Agency (DEA) have criteria on criminal offenses and/or positive background checks. All offenses must be reported when applying for certification, licensure and/or DEA privileges. Students should be aware that offenses on their criminal background may create challenges to achieving certification and/or licensure which would impact eligibility for future employment. Criminal background process employed by this academic program may differ and/or not comply with policies from clinical agencies, licensure or certification boards, or employer in which case would require the student or graduate to fulfill expectations by those respective entities.

Students will be required to sign and return the *Criminal Background Check Disclosure Form* (Appendix I) as part of academic progression requirements. This release allows the Clinical Placement Liaison, Clinical Faculty, Advisors, and the Graduate Nursing Administrative Assistant the authority to access and release a criminal background report to clinical agencies upon their request.

The criminal background check will be kept confidential and will be maintained in the electronic database, separate from the student's academic file.

Revised 7/20, 6/23



Communication & Resources

[Graduate Nursing Division Contact Information](#)
[Consent to Use of Image](#)
[University of Mary Email](#)
[Student Contact Information](#)
[Online Tutoring](#)
[Writing Center](#)
[Library Services](#)
[Career Preparation](#)
[Counseling Services](#)

Graduate Nursing Division Contact Information

The Nursing Division is found in the Casey Center for Nursing Education on the University of Mary campus, 7500 University Drive, Bismarck ND 58504.

The Graduate Nursing Office number is (701) 355-8016 or (800) 408-6279 ext. 8016, and the fax number is (701) 989-7535.

Consent to Use of Image

On occasion the Nursing Division desires to share noteworthy news of student events, accomplishments, and accolades. This information is typically shared in communication with agencies being asked to support a student clinical experience and in venues such as marketing materials (printed brochures, webpage, etc.) or on social media posts (Facebook). The Nursing Division seeks prior student *Consent to Use of Image* (Appendix J).

University of Mary Email

Upon enrollment, each student is provided a University of Mary email account for official communication from University administrators and faculty. Students are responsible for all information sent to them through their University assigned email account. It is the responsibility of each student to check his/her University of Mary email on a frequent and consistent basis.

Students may expect to receive official information from the University regarding policies and procedures, special events, deadlines, changes in degree requirements, course schedule changes, regulatory changes, emergency notices, safety and security advisories, residence hall information, notice of student disciplinary action as well as other useful information from the Registrar, Office of Financial Assistance, the Business Office, Student Development, Academic divisions and individual faculty members. Teaching faculty will require students to utilize their University assigned email account for course content delivery, class discussion and instructor conferencing and may specify course related email policies in their syllabi.

The student is advised that the practice of forwarding email from one email account to another often results in lost or misdirected information. The University is not responsible for handling of the University email by outside vendors or servers.

The student may use his/her University assigned email account for personal use provided all use is consistent with the University's [Acceptable Use Policies for Information Technology](#).

Please note: Your UMary email is different than your Canvas Inbox. Canvas is an online learning management system where you will complete coursework. A message sent in Canvas is called a Conversation and should only be used to send instructors or fellow classmates a message. Those messages will appear in your UMary email, however, the reverse is not true. Therefore, it is important that students visit their email inbox for their UMary webmail. Failure to do so will result in missing important communications.

Revised 7/19; 6/23

Student Contact Information

Students' names, mailing addresses, personal email addresses and phone numbers are maintained as part of a University database. Important announcements, University events, and other communications may be disseminated to current students and alumni using these methods. Therefore, in order to remain abreast of current events at the University, it is the responsibility of the student to inform the Registrar's Office of any changes in name or address as soon as the change is made.

To update your name or contact information, you'll find the form necessary to perform this action on my.umary.edu. Log in using your student credentials, go to the Student tab, then Academic Information, then Academic Policies and Forms. Find your form on the right, follow the instructions on the form, and submit the form to the Registrar's Office.

University of Mary
Office of the Registrar
7500 University Drive
Bismarck, ND 58504
Phone: 701-355-8080
Email: registrar@umary.edu

Revised 8/19

Online Tutoring

The online tutoring is available through Tutor.com. Students can access Tutor.com 24/7 and receive round-the-clock instruction.

Access to Tutor.com can be found on the left-hand side of your Canvas course homepage by following the steps below. If this is your first time accessing Tutor.com or you need additional assistance, please contact the Student Success Center at 701-355-8124 or success@umary.edu.

Revised 6/23

Writing Center

The University of Mary Writing Center is open to all students who may need/want help with specific writing assignments. The Center is staffed, on a rotating basis, by well-trained upper-division English majors who participate in a Writing Center Practicum (for course credit) during a fall/spring semester and who are ready to work with students on all writing projects. The Writing Center does not, in any sense, offer a drop-off editorial service; Writing Center Practicum participants will not write or re-write papers for anyone. Instead, the Writing Center is a place to work, with additional support, on writing projects. Staff members will work with writers wherever they are in developing a written assignment.

Online or distance students can access the Writing Center by sending an e-mail to writingcenter@umary.edu; they will be asked to attach information about an assignment and the rough draft on which they're seeking feedback.

Library Services

Access to current literature is central to professional nursing and successful graduate education.

Welder Library is the scholarly information center for University of Mary students. Welder Library hosts over 70,000 visitors each year, seats 204 students, has 19 computer workstations, and currently has approximately 52,000 print volumes, more than 225,000 eBooks, over 3,600 multimedia items, and 70 databases providing access to over 60,000 journals. Materials are accessible through an online catalog. Welder Library provides interlibrary loan service with local, regional, and nationwide library collections. Instruction on use of library resources is provided to campus and Worldwide students via classroom sessions and online tutorials. Access to all collections, online resources, and services are available to students through the Welder Library webpage, see <http://www.umary.edu/academics/library>. The webpage provides ready access to the library online catalog, online databases and information, library use tutorials, personal research consultation, and interlibrary loan service. Welder Library provides an array of nursing oriented online databases to support instruction and research. Nursing oriented databases include Acland Anatomy; Academic Search Ultimate; UpToDate; CINAHL Nursing/OT/PT; Cochrane Database; MedLine; Nursing Reference Center; Science Reference Center; and PubMed.

Welder Library resources are accessible 24 hours a day, 7 days a week, 365 days a year. Students can receive instructional or reference help in person, on the phone, by email or request a research appointment <https://umary.libwizard.com/f/appointment>. Online [tutorials](#) are available on the library webpage.

Revised 7/19, 7/21, 6/23

Career Preparation

The University [Career Preparation](#) Office maintains an updated list of full- and part-time professional and non-professional employment opportunities. Students interested in full-time employment should register with Career Services to receive vacancy mailings and be referred to employers.

Services offered:

- Individual career counseling
- Career fairs
- Mentor and job shadowing
- On-campus recruiting
- Marauders Jobs
- CLEP/DSST testing
- Assistance with applications
- Special events
- Salary surveys

Counseling Services

The University of Mary offers students confidential counseling services provided by licensed mental health professionals and access to a 24/7 Mental Health Crisis Line. To learn more about the types of concerns students commonly seek assistance with, eligibility, cost, location, hours, and appointment please visit the [Counseling Service](#) page online.



Student Opportunities

Opportunities for Graduate Students Participation in Decision Making
Sigma Theta Tau International Honor Society of Nursing
Professional Organizations

Opportunities for Graduate Students Participation in Decision Making

The University of Mary Nursing Division values and seeks continued feedback from current students and alumni. There are a number of ways the graduate nursing student can participate in the decision-making related to the University and graduate degree programs in nursing.

Student input is vital to the maintenance of a quality program. Students are asked to evaluate courses and instructors each semester during the program. Each graduating student completes an exit program evaluation. Following graduation, graduates are periodically asked to evaluate the program and their preparation for graduate nursing practice. This feedback is utilized by faculty in ongoing curriculum development and revision.

In addition, students are recruited to take an active role in the evaluation of the Graduate Nursing Program. Student representatives fill positions for each program and attend regular program meetings. Student representatives are also sought to participate in a graduate nursing student development committee. Students from varying stages across differing graduate nursing majors are asked to fill these roles.

Revised 6/20

Sigma Theta Tau International Honor Society of Nursing

In May 1988, a chartering ceremony was held at the University of Mary for approved membership in Sigma Theta Tau, the International Honor Society of Nursing.

The purpose of the Society shall be to:

- recognize superior achievement
- recognize development of leadership qualities
- foster high professional standards
- encourage creative work
- strengthen commitment to the ideals and purposes of the profession
- provide unity and fellowship through social, educational and service activities
- award scholarships

Graduate Nursing student eligibility requirements include:

- a minimum of 25% nursing curriculum completion
- accumulative GPA of at least 3.5
- meet the expectations of academic integrity

Undergraduate and graduate students, as well as community nursing leaders are invited to join this organization. An annual ceremony is held to induct individuals who act upon their invitation to join the nursing honor society and meet eligibility requirements.

Professional Organizations

Broad engagement of nurses in professional organizations is pivotal for the continued growth and development of nursing as a discipline. Students are encouraged to maintain professional membership in organizations they may already be part of and to explore additional opportunities in organizations that may have emerging relevancy given their advanced education pursuits. [Nurse.org](https://www.nurse.org) has a comprehensive list of nursing organizations.

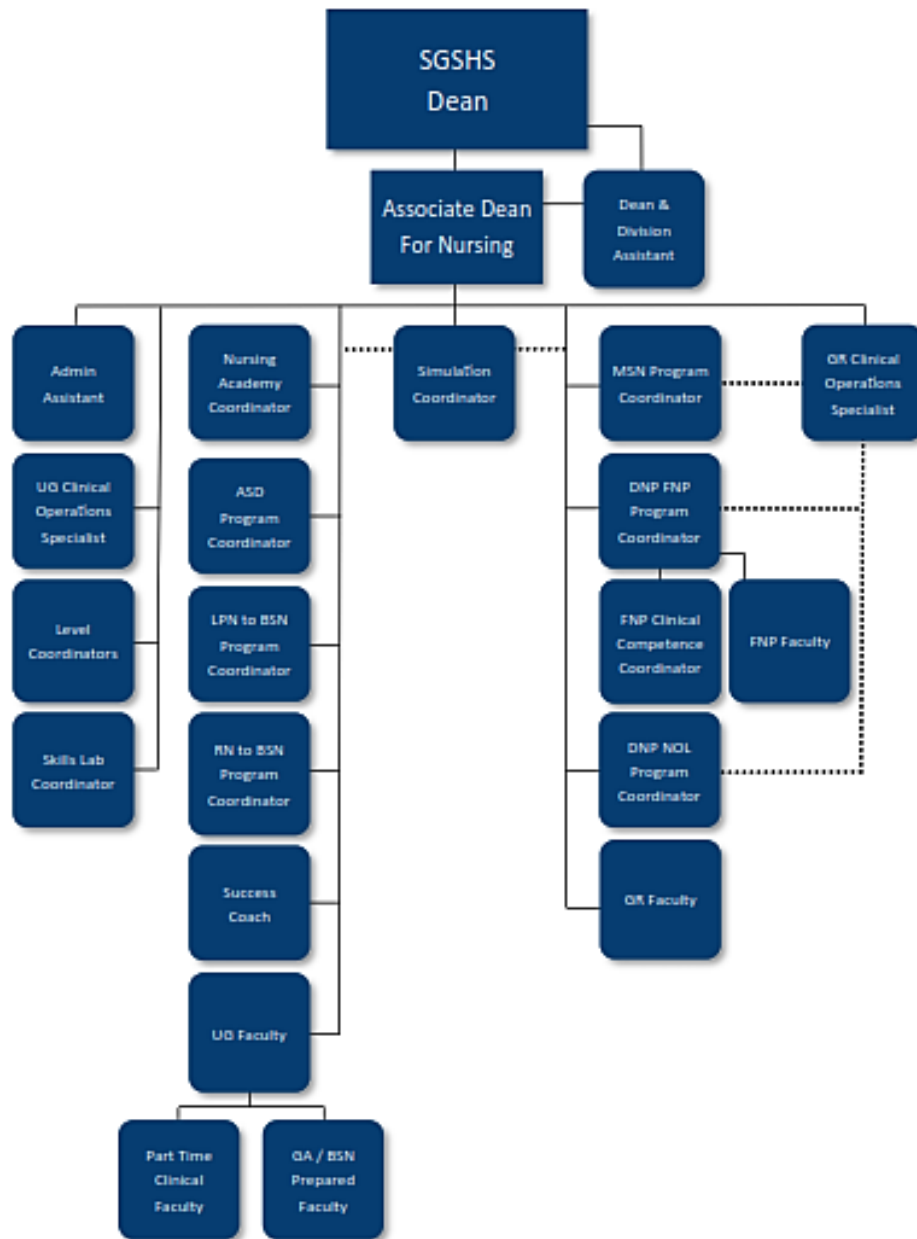


Appendices

Organizational Chart of the Nursing Division
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Appendix A
Organizational Chart of the Nursing Division

Saint Gianna School of Health Sciences
Division of Nursing
 Organizational Chart



Developed 3/21; Revised 6/21, 7/21, 2/22, 5/22, 6/23

Appendix B

Graduate Nursing Advisory Board Operational Principles

Graduate Nursing Advisory Boards

Operational Principles

PURPOSE

The primary purpose of the University of Mary Graduate Nursing Advisory Boards is to advise the University of Mary Graduate Nursing faculty on current nursing trends regarding healthcare and nursing marketplace needs and to participate in discussions of how to more effectively enhance the students' knowledge and increase their competence in their selected field of nursing interest.

The goals of the University of Mary Graduate Nursing Advisory Boards include:

- identify the knowledge and skills required for our graduates using the latest research and technological innovations
- recognize current events impacting the healthcare industry that influence or are anticipated to influence nursing education
- assist in the ongoing development of the objectives and goals for graduate nursing programs
- review assessment materials and outcomes
- suggest improvements for program objectives based on assessment results
- serve as an informed stakeholder to the wider healthcare community regarding the distinguishing features of the University of Mary Graduate Nursing Programs

MEMBERSHIP

- Members of the Board shall consist of 6-10 people selected from the community at large.
- Members are chosen by the Graduate Nursing Program Coordinators and the Associate Dean of Nursing. Membership will be based on rotating three-year terms. The Board is free to make recommendations regarding those to be appointed.

OFFICERS

Chairperson:

Program Coordinators serve as chairperson of the Advisory Boards.

- Duties (with the assistance of Associate Dean of Nursing):
 - Determines potential member list
 - Sets annual meeting date
 - Sets and distributes agenda with relevant attachments
 - Sends out electronic and USPS (or hard copy) invitations to potential participants
 - Distributes copies of the Advisory Boards Operational Principles as appropriate and to all new Board members
 - Presides over all meetings and designates a chairperson in circumstance of his/her absence

Secretary:

The Nursing Division Assistant shall take notes from the meeting.

- Duties:
 - Records and files meeting minutes
 - Distributes minutes to board members, Division of Nursing Graduate Faculty, Dean of the School of Health Sciences and the Assistant Vice-President for Academic Affairs

MEETINGS

Regular meetings of the Graduate Nursing Advisory Boards are held once a year, or as necessary, at a time and place designated upon call of the chairperson.

Dev. 3/15; Reviewed 12/15, 2/17; Revised 7/21, 5/22, 6/23

Appendix C
Authorship Memorandum of Understanding

AUTHORSHIP MEMORANDUM OF UNDERSTANDING

The purpose of this agreement is to clearly delineate authorship and contribution to thesis/project. The authors agree as follows:

Authorship is designated as follows in accordance with ICJME criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the (any) version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. (p. 2)

This Agreement will be reviewed and updated at least annually by the authors until all dissemination products are completed.

No amendment or addition to this Agreement shall be binding unless it is in writing and signed by all authors.

It is agreed that authorship order may be renegotiated should an individual's responsibilities substantially change, or should an individual fail to perform their role as stated above.

By Signing this Memorandum of Understanding, I acknowledge that I have read and understood the University of Mary Graduate Nursing Authorship Policy.

Draft Title/Title of Project: _____

Date: _____

First Author: _____

Second Author: _____

Third Author: _____

Fourth Author: _____

Fifth Author: _____

Sixth Author: _____

Appendix D
Authorization to Use Scholarly Work

AUTHORIZATION TO USE SCHOLARLY WORK

Examples of my Academic work may be shared as an example for other students or put on display for accreditation purposes.

- I authorize use of my scholarly work
- I refuse use of my scholarly work

Appendix E
Essential Functions

Essential Functions

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)
- Maintain physical tolerance without requiring prescribed narcotics
- Push and pull 25 pounds (e.g., position clients)
- Support 25 pounds of weight (e.g., ambulates client)
- Lift 25 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)

Mobility

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, and bed)
- Distinguish color intensity (e.g., flushed skin, and skin paleness)

Tactile

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

Smell

- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

Reading

- Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence

- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, and pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing, environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

Communication Skills

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

Source: National Council of State Boards of Nursing Inc.

Random urine drug screening may be conducted annually and/or as per faculty request by a certified lab at the student's expense.

Statement Regarding Reasonable Accommodations:

Students with disabilities who need accommodations should apply to the Office of Student Accessibility Services. Applications need not be in writing. For further information, contact Dr. Lynn Dodge, Coordinator of Student Accessibility Services in the Student Success Center, located in the lower level of Welder Library, at (701)355-8264 or ljdodge@umary.edu; or log on to: <http://www.umary.edu/accessibility>

I verify I meet the above stated criteria for Essential Function. If, for any reason, I am unable to meet the above requirements, University of Mary Graduate Nursing Faculty will be notified to ensure appropriate referral.

Signature of Student

6/20

Appendix F
Confidentiality & Privacy Oath

CONFIDENTIALITY & PRIVACY OATH

As a student or course faculty in a graduate nursing program at the University of Mary, I promise to hold confidential, verbal, and written information received through observations of, direct contact with, or written and verbal material about, individuals or groups of individuals who are recipients of services from health care providers, and organizations. I further promise to uphold, in good faith ethical obligations expected by the University of Mary and the Nursing Program concerning privacy, rights, and respect of all information related to individuals and healthcare organizations who are a part of the learning experience, directly or indirectly, including health information, organizational data, professionals, families, student peers, and support staff.

Student Signature: _____

Appendix G
Graduate Nursing Student Health Requirements

GRADUATE NURSING STUDENT HEALTH REQUIREMENTS

It is the responsibility of the graduate nursing student to comply with the following requirements and provide documentation of all required immunizations to the Graduate Nursing Program at least one full semester prior to any course with a clinical experience (this includes non-direct patient care experiences). Immunization records must be provided on letterhead or other form clearly labeled with the name of the provider or agency who administered the immunizations. Positive titers are acceptable evidence of immunity status.

Healthcare agencies that the student participates in clinical experiences have similar requirements. Failure to meet these expectations will prevent the student from entering a clinical experience.

Instructions:

1. All items listed, with the exception of Hepatitis B, are MANDATORY FOR ALL STUDENTS. Only persons born before January 1, 1957 are exempt from having to submit this information.
2. Persons born before January 1, 1957 must submit a copy of a valid driver's license, passport, or birth certificate to establish proof of age.
3. Please label all pages of immunization records with appropriate identification including your current name if it is different from what is on the record.

Immunizations Required

Influenza Vaccine

Submit proof of influenza vaccine within the last year

Tetanus-diphtheria (Td or Tdap)

Submit proof of a tetanus booster which is less than 10 years old

Rubeola (provide **ONE** of the following)

Submit dates of immunization with live virus vaccine (if born after 1968 proof of TWO doses required)

Submit blood titer results proving immunity

Mumps (provide **ONE** of the following)

Submit date of immunization with live virus vaccine

Submit blood titer results proving immunity

Rubella (provide **ONE** of the following)

Submit dates of immunization with live virus vaccine

Submit blood titer results proving immunity

Varicella (provide **ONE** of the following)

Submit dates of immunization

Submit blood titer results proving immunity

Tuberculin skin test (TB or PPD)

Submit documentation of one of the following:

1. initial [two step TB test](#) and annual PPD within the last 12 months
2. results from T-SPOT.TB within the last 12 months
3. results QuantiFERON (QFT) within the last 12 months
4. results of either an initial T-SPOT.TB or QuantiFERON (QFT) and PPD within the last 12 months

Students with a positive past TB skin test must complete the annual TB questionnaire initially and annually, while enrolled.

While enrolled, annual PPDs, T-SPOT.TB, or QuantiFERON results are required.

Hepatitis B

Although not required, Hepatitis B vaccination series is highly recommended.

If completed submit dates of immunization or submit serology proving immunity.

Students who chose not to receive the vaccine must sign a form indicating they are familiar with the risks and decline the vaccine.

Appendix H
Personal Injury Liability Waiver

PERSONAL INJURY LIABILITY WAIVER

The University of Mary, Division of Nursing acknowledges nursing is a practice discipline with potential risks for personal injury. It is the responsibility of the Nursing Division to inform students of this and ensure proper instruction in the performance of skills and nursing care so as to minimize such risk.

It is the responsibility of the student to be prepared to correctly perform patient care and procedures in the nursing practice setting, and to follow all agency policies in the performance of skills and procedures.

The University of Mary does not provide personal health insurance for students and is not responsible for any expenses incurred by students as a result of personal injury during nursing practice. This includes physician or emergency care charges, laboratory and diagnostic testing, medication, or follow-up care.

Potential hazards/injuries in nursing practice include, but are not limited to:

- Exposure to infective material such as blood (needle stick injury) or body fluids (sputum, stool, urine, emesis)
- Falls
- Muscular injury, especially back injury
- Exposure to hazardous materials such as radiation (x-ray), radioactive dye, cleansers, latex, anesthetic gases
- Assault

If a student experiences a personal injury as a part of a nursing practice experience, the student is required to notify the instructor immediately after the injury and to follow all agency policies regarding the injury.

By affixing my name and signature on this form, I attest that as a student in the University of Mary Nursing program, I am aware of potential injuries that may occur as a result of nursing practice experiences, and I agree to participate in such experiences despite the risk of personal injury.

I also agree not to hold the University of Mary responsible for any injury incurred as a result of nursing practice experiences.

Student Signature: _____

Appendix I
Criminal Background Check Disclosure Form

CRIMINAL BACKGROUND CHECK DISCLOSURE FORM

This disclosure form is pertinent to applicants and students currently enrolled in graduate nursing education.

According to the University of Mary Graduate Nursing Program Criminal Background Check Policy, a criminal background check is required to be completed during the first semester of enrollment with the University of Mary and annually thereafter.

Students are required to sign a release of information form which is kept in their student file. The criminal background report will be shared with clinical agencies upon their request. Students who do not consent to disclosure of the criminal background report may not be allowed in the clinical site and therefore would not be able to progress academically. On occasion, an agency may have a differing criminal background check policy. In this instance, a student would be required to be in compliance with both the individual agency policy and this policy. The student is responsible for any costs incurred for all background checks.

For student experiences affiliated with the University of Mary, I give my permission for information from this report to be shared with those agencies, organizations or individuals requesting it as part of standard procedure for accepting students within their respective settings.

Student's Signature: _____

Revised 8/18, 8/21

Appendix J
Consent to Use of Image

CONSENT TO USE OF IMAGE

The University of Mary may use my photograph/video/biosketch for educational and promotional purposes.

I may choose to have my picture uploaded in the future by informing the Graduate Nursing Office at any time. I understand that not allowing use of my photograph/video/biosketch will have no effect on my academic or clinical progress at the university.

- I authorize use of my image
- I refuse use of my image

MARY NURSE *for Life.*



UNIVERSITY
of MARY

INFORMED CONSENT STUDENT POLICIES AND PROCEDURES

By signing this informed consent, I acknowledge that I have read and understand the content of the Graduate Nursing Student Handbook. Furthermore, my signature implies my consent to comply with the policies and procedures delineated in the University of Mary Graduate Nursing Student Handbook.

Student Signature