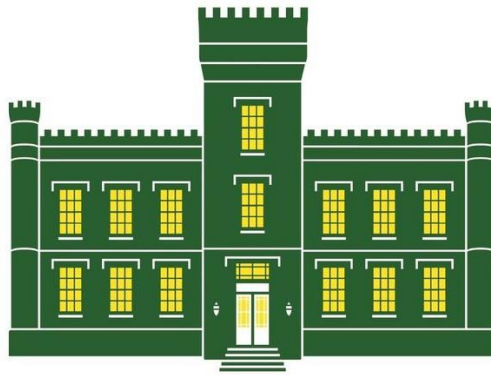


# School of Nursing

## Doctor of Nursing Practice



**KENTUCKY STATE**  
**UNIVERSITY**

# Graduate Student Handbook

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## **SCHOOL OF NURSING**

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Adjunct Faculty

## **WELCOME TO THE GRADUATE NURSING PROGRAM**

### **Purpose of the Graduate Nursing Handbook**

Welcome to the Graduate Nursing Program. The purpose of the handbook is to communicate essential information and promote effective operation of the Doctor of Nursing Practice Program in the School of Nursing at Kentucky State University. University policies, School of Nursing policies and procedures, as well as information about advising, resources, and operations are provided for easy reference. Faculty and students are responsible for being familiar with information contained in this handbook and in the School of Nursing catalog. **Please Note: Failure to read these sources will not excuse any faculty or students from abiding by policies and procedures documented in this graduate nursing handbook.** The School of Nursing reserves the right to make changes in its policies and procedures, and other information in the handbook as deemed appropriate and necessary. All changes will be communicated promptly to students, faculty, and staff. The handbook is prepared and revised annually for the use of administrators, faculty, students, and staff. Suggestions regarding clarification or addition of topics are welcome.

Kentucky State University School of Nursing Doctor of Nursing Practice Program is nationally accredited by Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326. ACEN is recognized by the Council for Higher Education Accreditation.

### **Approval and Accreditation**

- Kentucky State University is accredited by Southern Association of Colleges and Schools (SACS)
- The Graduate Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN)
- The School of Nursing programs are approved by the Kentucky State Board of Nursing (KBN)

### **Standards for the Graduate Nursing Programs**

#### **National Organization of Nurse Practitioner Faculties (NONPF)**

**Preamble:** There are entry-level competencies for the adult-gerontology primary care nurse practitioner (AG PCNP) which build on the core competencies for all nurse practitioners (NPs). The AG PCNP Competencies are specific to the adult-gerontology population, which includes **adolescents and young adults at one end of the spectrum and frail, older adults at the other**. The student is prepared to provide primary care services to the entire adult-gerontology age spectrum across the continuum of care from wellness to illness, including preventive, chronic, and acute care. The main emphasis of primary care NP educational preparation is on comprehensive, chronic, continuous care characterized by a long-term relationship between the patient and AG PCNP. The AG PCNP provides care for most health needs and coordinates additional health care services that would be beyond the AG PCNP's area of expertise. The scope of practice of the AG PCNP is not setting specific but rather is based on patient care needs.

The NONPF AG PCNP competencies can be found at: [https://www.nonpf.org/page/DNP\\_NPCompetencies](https://www.nonpf.org/page/DNP_NPCompetencies)

## **American Association of Colleges of Nursing (AACN): The Essentials of Doctoral Education for Advanced Nursing Practice**

These Essentials define the curricular elements that must be present in Doctor of Nursing Practice (DNP) programs. Required by the Commission on Collegiate Nursing Education for schools seeking accreditation for DNP programs, these Essentials outline the foundational competencies that are core to all advanced nursing practice roles, including the four nationally-recognized Advanced Practice Registered Nursing roles: nurse practitioners, clinical nurse specialists, nurse anesthetists, and nurse midwives.

- I. Knowledge of Practice
- II. Person Centered Care
- III. Population Health
- IV. Practice Scholarship and Translational Science
- V. Quality and Safety
- VI. Interprofessional Collaboration in Practice
- VII. Health Systems
- VIII. Technology and Information Literacy
- IX. Professional Acumen
- X. Personal and Professional Leadership

The full DNP Essentials can be found at:

<https://www.aacnnursing.org/essentials/tool-kit/domains-concepts>

## **National Advisory Task Force (NTF):**

The full NTF Guidelines can be found at:

<https://www.nonpf.org/page/NTFStandards>

## **Graduate Quality and Safety Education in Nursing (QSEN):**

The full QSEN Competencies can be found at:

<http://qsen.org/competencies/graduate-ksas/>

## **Interprofessional Education Competencies (IPEC):**

The full IPEC can be found at:

<https://ipec.memberclicks.net/assets/2016-Update.pdf>

## **Southern Association of Colleges and Schools (SACS):**

SACS accreditation information can be found at:

<http://sacscoc.org/>

## **Kentucky State Board of Nursing (KBN):**

The KBN regulations can be found at:

<https://kbn.ky.gov/Pages/index.aspx>

## **Equal Opportunity**

Equal opportunity shall be provided to all persons throughout the University. Kentucky State University does not discriminate in the administration of or access to any educational services or in regard to any employment decisions on the basis of race, color, religion, gender, sexual orientation, age (except for minors), national origin, ethnicity, citizenship status (except as required by law), disability, military service status, marital status or any other status protected by law, absent a bona fide occupational qualification. Non-discrimination requires compliance with federal, state, and local employment laws and regulations, including, but not limited to, the following: Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and the American with Disabilities Act.

## **School of Nursing Graduate Nursing Program History**

In September 2013, the BSN-DNP program was proposed. This online BSN-DNP adult-geriatric program was designed to prepare baccalaureate nurses to become clinical exemplars, clinical scholars, and innovative nurse leaders noted for achieving outstanding patient care outcomes, shaping health managements systems, and influencing global health policies. The first cohort of students entered fall 2014 and completed fall 2017. The doctoral program was accredited by the Accreditation Commission on Education in July 2017.

Graduates from both pre-licensure options are eligible to write the National Council Licensure Examination Registered Nurses (NCLEX-RN®). Graduates from the BSN-DNP program are eligible to write the adult-gerontology primary care nurse practitioner certification.

The BSN-DNP program is the first doctoral degree offered at Kentucky State University. This program increased the Carnegie designation to that of Graduate Instructional Program, Postbaccalaureate: Comprehensive programs.

The Kentucky State University School of Nursing Graduate Nursing Program added the inaugural Director for Graduate Nursing Programs in September 2018. In this leadership role, the primary responsibilities of the Director for Graduate Nursing Programs are to teach, plan, coordinate, facilitate, administer, and monitor activities on behalf of the graduate academic programs and in coordination with academic and clinical faculty. The Director for Graduate Nursing Programs is responsible for coordinating and managing the efforts of the academic program and clinical education sites in the education and preparation of students by performing the necessary activities.

## **Kentucky State University Mission, Vision, Values & Philosophy**

### **Mission Statement**

Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

### **Vision Statement**

Kentucky State University prepares today's students as global citizens, lifelong learners and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It must recognize its strengths, expand and excel. Notwithstanding, it

must also welcome change and quality improvement. By doing so, KSU will gain widespread recognition as one of the region's strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- Students are first.
- Diversity is valued, understood and respected.
- Diverse, motivated and talented students, staff and faculty are actively recruited and retained.
- An intellectual environment conducive to leadership in teaching, research and community service is encouraged and supported.
- Effective teaching is promoted both e-learning.
- Students are taught how to obtain, evaluate and use information.
- Learning is lifelong.
- Effective and efficient fiscal management by the administration is the norm.
- Collegiality is the norm, not the exception.
- Each person is a change agent.
- Excellence starts with me.

### Core Values

Through the core values, we- the faculty, staff, administration and students of Kentucky State University – communicate to all our stakeholders and constituents the way in which we choose to do business. The following values that we hold are essential to achieving the University's mission:

### Student Centered Philosophy

In everything we do, our students come first. We strive to create an environment that values the unique backgrounds, perspectives and talents of all our students and provide them with the academic, leadership and social tools to help them grow as responsible, knowledgeable and creative global citizens. We encourage attitudes and behaviors that lead to a desire to learn, a commitment to goals and respect for the dignity of others. Ultimately, we encourage attitudes and behaviors that build success.

### Excellence and Innovation

We believe in student's potential to learn and to connect what they learn inside and outside the online classroom to solving problems for productive changes. We strive to offer excellent academic programs; to encourage exploration and discovery through providing outstanding instruction, technology and facilities; and to ignite a curiosity toward the world and a passion for lifelong learning. We seek to reward the pursuit and achievement of excellence and innovation in an environment where freedom of thought and expression are valued. We want all members of our campus community to leave a mark through their creativity, curiosity, discovery, exploration and ingenuity.

### Ethical Conduct

We encourage the sharing of information in an open and responsible manner while maintaining the highest ethical and moral standards. The standards are reflected in our commitment to accountability and to personal responsibility for our choices and actions. We encourage respect for the dignity, diversity and right of individuals. We welcome all students who commit themselves to learning, knowing that students and faculty with diverse perspectives enhance our e-learning experience.

## Social Responsibility

We share responsibility for each other and are committed to providing opportunities for the participation in the economic, political and cultural life of our local, state, regional, national and global communities. We are sensitive to our surrounding community; therefore, we recognize the value of integrating e-learning with the community experience. Our commitment is to provide leadership and to establish partnerships for addressing community and workforce needs and to make a positive difference in the city of Frankfort, the Commonwealth of Kentucky and the world.

## **School of Nursing Mission, Vision, and Philosophy**

### Mission

The mission of the School of Nursing is to promote the health and well-being of all people through committed excellence to high-quality nursing education in the preparation of diverse, well-rounded, clinically competent, responsible and caring nurses — who will become — integral members of the nursing profession, active contributors to the global health agenda and improvement of the human condition, effective managers and leaders for healthcare, and consumers of nursing research.

### Vision

Lead advancements in healthcare and nursing that transform the health sciences landscape within Kentucky, the nation and the world through our innovative contributions to and sustained engagement in nursing education, practice, scholarship, and service.

### Core Values

Caring, Integrity, Human Dignity, Autonomy, [acceptance] Diversity and Inclusion, Excellence, Altruism, Communication and Collaboration, [responsibility] Life-Long Learning, Student-Centered Learning – are critical to fostering a culture of excellence in nursing.

### Philosophy

Every human being is a diverse, unique, dynamic, sentient, autonomous, multidimensional, and adaptive system with universal and distinctive needs, the capacity to adapt and self-care, and who requires nursing services.

Health is a dynamic and relative continuum of experiences impacting one's sense of well-being. Health is focused on all aspects of the multidimensional human across the life span. Advancing the practice and science of nursing positively influences the health of individuals, families, groups, communities, and populations within the commonwealth, the nation and the world.

The environment is the setting or context of everyday life. Dimensions of the environment include but are not limited to: relationships, beliefs, customs, political, economic, psychological and developmental aspects of ones' world, they may be manipulated by the nurse to enhance health.

Nursing is the informed and holistic caring of human beings through the creative use of knowledge and therapeutic intervention activities that enable the attainment of optimal levels of well-being in diverse nursing settings and contexts.

Nursing education is a dynamic, student-centered process that when successfully implemented provides a nurturing environment that fosters cognitive, psychomotor and affective development; a deference for professional collegiality and life-long learning; and an understanding of the intractable importance that the nursing profession holds within our society.

### **Organizing Framework**

The organizing framework for the School of Nursing is derived from the faculty determined values and philosophy and is comprised of five elemental components. These components are professional identity, values, capacity, process, and sustainability. The components are dynamic, reciprocal, and strengthen each other toward the goal of system homeostasis. These elements underpin every program and provide a basis for the development of program outcomes.

The conceptual model is a graphic representation of the organizing framework -- a system that guides the development and implementation of curricula that are reflective of the mission, vision, values, and philosophy of the School of Nursing. The model demonstrates how each of the elements is operationalized for each program; and how each element increases in complexity and is incorporated as a foundational instructional element relative to the doctoral levels of education.

1. The first component of professional identity involves the internalization of values, perspectives and practice roles in the delivery of care. Professional identity includes the assessment, management, and coordination of healthcare for individuals, families, groups, communities, and/or populations. Care delivery occurs within the context of dynamic roles with consideration for biological, psychological, sociocultural, developmental, and spiritual contexts.

- The Doctorate of Nursing Practice graduate should function independently as an expert practitioner in the provision of direct and indirect, systems-focused care. The doctoral prepared practice expert competently evaluates micro and macro health care systems to effect change in meeting the needs of individuals, families, groups and populations. Independence facilitates the opportunity to work in an unlimited array of healthcare settings. Graduates serve as mentors and leaders on the global stage.

2. The second component is values. Values are identified as a set of beliefs that guide behaviors, attitudes and moral judgement. Values may be expressed as either personal or professional. Personal values are beliefs cultivated from subjective and objective environmental interactions with familial, group, community, and population sources. Professional values are those beliefs cultivated through reasoning, observation, and experience with nurses and other healthcare members.

- The doctorate graduate is prepared as the nursing terminal degree that encompasses all professional role expectations in nursing. Personal values are applied when evaluating and designing health care systems, as well as leading the change of health care systems in response to research translation, population health, and needed policy development.

3. The third component is capacity. Capacity is identified as the acquisition of personal, procedural and propositional knowledge; whereby, personal knowledge parallels personal experience, personal preferences, and autobiographical facts. Procedural knowledge refers to skills learning. Propositional knowledge refers to general truth claims about the world and how we know it. To aide knowledge generation our curriculum provides a foundation of liberal arts and sciences for the associate and baccalaureate students that facilitates developing an appreciation of each person's interaction with the environment [internal, external or created]

while enhancing the student's ability to think critically, reason logically, and communicate effectively:

- The doctoral curriculum builds on the baccalaureate curriculum by incorporating education courses in evidenced based practice, advanced clinical, organizational, economic, and leadership skills to design and implement programs of care delivery. Translation of research into practice will significantly impact health care outcomes and have the potential to transform health care delivery.
4. The fourth component, systematic process, is the utilization of an organized method to evaluate the needs of diverse individuals, families, groups, communities, and populations. The process involves assessment, diagnosis, planning, implementation, and evaluation on a continual basis. Elements such as communication, problem solving, planning, inquiry, and appraisal are used to develop and evaluate the interventions developed.
- The doctoral graduate leads and collaborates change for improved healthcare systems and designs systems for improved population health based on research translation. At all levels relevant research literature is utilized in the application of the nursing process
5. The fifth component is sustainability. Defined as the development of one's self and one's craft that yields an ability to thrive, and remain productive long-term.
- The doctoral graduate appreciates the benefits of learning and continual professional growth while recognizing its importance in functioning as an expert clinician, leader and scholar, positively effecting health outcomes in a transforming healthcare system.

Faculty and Students can access the Kentucky State University Student Handbook at the following site: <https://www.kysu.edu/student-engagement-and-campus-life/student-handbook.php>

### **DOCTOR OF NURSING PRACTICE (BSN-DNP) PROGRAM**

The Doctor of Nursing Practice (DNP) program at Kentucky State University in the School of Nursing is 72 credit hours (9 semesters). The BSN-DNP online program places emphasis in the care of the adult gerontology population. Courses are completed online and clinical/residency hours are to be completed in the student's region with an approved preceptor/mentor. Course contents based on the DNP Essentials. The DNP curriculum is a program designed to prepare the RN with the BSN degree to function in the role of an advanced practice nurse caring for patient ages 13 and beyond (Adult-Gerontology) with a variety of primary care settings. To satisfy the requirements for graduation, the student must complete 72 semester credit hours of coursework and 1080 hours of time in the clinical setting with qualified preceptors. The student must maintain a GPA of 3.0 or above. The DNP curriculum is congruent with established standards for clinical doctorate programs, it includes appropriate advanced nursing practice competencies, role specific professional standards and guidelines, and certification requirements. In addition, it has clearly articulated student learning outcomes and program outcomes consistent with contemporary practice.

The advanced practice nursing curriculum emphasizes competence, accountability, and legal, ethical standards in the practice of the profession, and evidence-based practice. The curriculum includes cultural, ethnic, and socially diverse concepts and also includes knowledge from regional, national or global perspectives. Graduates of the DNP program will be able to demonstrate the following competencies, which are aligned with the NONPF, ACEN, and AACN Standards for Clinical Doctorate, including:

- Scientific Foundation competencies
- Leadership competencies
- Quality competencies
- Practice Inquiry competencies
- Policy competencies
- Health Delivery System competencies
- Ethics competencies
- Independent Practice competencies

### **Terminal Learning Outcomes**

Graduates of the BSN-DNP program will demonstrate leadership skills and knowledge in advanced nursing care and clinical outcomes to ensure patient safety. Specifically, End of Program [i.e., terminal] Student Learning Outcomes to be demonstrated by graduates of this program are as follows:

1. Utilize epidemiologic, scientific findings from nursing and other clinical disciplines, as well as organizational, political, and economic sciences, to develop practice initiatives that will improve the quality of care delivery.
2. Assume organizational and system leadership in the analysis, delivery, and management of nursing care.
3. Provide organizational and systems leadership to develop care delivery models that are fiscally responsible and demonstrate sensitivity to diverse organizational cultures.
4. Engage in clinical scholarship to evaluate the effectiveness of evidence-based efforts in the planning and practice of health care program delivery to individuals and communities.
5. Utilize theories, concepts, and analytic methodologies to design, implement, and evaluate practice by applying evidence to transform nursing system.
6. Collaborate with healthcare professionals, consumers, and other stakeholders to influence health policy and health promotion/disease prevention endeavors at the local, state, federal, and/or international levels that improve patient and population health outcomes.
7. Implement the highest level of advanced nursing care to produce high quality, cost-effective outcomes for diverse patient populations.
8. Contribute to the knowledge of best-practices nursing interventions and the dissemination of outcomes through professional writing and presentations.
9. Develop practice standards based on the integration of ethics and evidence-based nursing care.



## **Graduate Nursing Program Adult-Gerontology Primary Care Doctor of Nursing Practice Plan of Study**

Semester One (Fall)			
	NUR 700	Advanced Pathophysiology	3
	NUR 701	Analysis of Advanced Nursing Practice	3
	NUR 702	Epidemiology in Health Care	3
			9 credits
Semester Two			
	NUR 703	Advanced Pharmacology	3
	NUR 704	Theoretical Foundation for Advanced Nursing Practice	3
	NUR 705	Evidence Based Practice/Quality Improvement in Health Care	3
			9 credits
Semester Three			
	NUR 706	Advanced Physical Assessment	3
	NUR 707	Advanced Nursing Care for Vulnerable Populations	3
			6 credits
Semester Four (Fall)			
	NUR 800	Advanced Adult/Gerontological Nursing I	3
	NUR 801	Advanced Adult/Gerontological Nursing I Practicum	3
	NUR 802	Health-Systems Assessment	3
			9 credits
Semester Five			
	NUR 804	Advanced Adult/Gerontological Nursing II	3
	NUR 805	Advanced Adult/Geriatric Nursing II Practicum	3
	NUR 806	Research Design and Methods	3
			9 credits
Semester Six			
	NUR 807	Advanced Adult/Geriatric Nursing III	3
	NUR 808	Advanced Adult/Geriatric Nursing III Practicum	3
			6 credits
Semester Seven (Fall)			
	NUR 809	Diversity & Ethical Issues in Advanced Practice	3
	NUR 900	Advanced Practice Leadership and Management	3
	NUR 901	Advanced Practice Leadership and Management Practicum	3
			9 credits
Semester Eight			
	NUR 902	Residency I Practicum	3
	NUR 903	Healthcare Policy	3
			6 credits
Semester Nine			
	NUR 905	Residency II	3
	NUR 906	DNP Focused Course	3
	NUR 907	DNP Project	3
			9 credits

Total: 72 credit hours

### Electives Offered

NUR 699	Advanced Statistics in Nursing	3 credits
NUR 708	Psychopharmacology	3 credits

**Admission Criteria:**

- Earned baccalaureate degree in nursing (BSN) from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE)
- GPA 3.0 or above on a 4.0 scale
- Candidates without 3.0 GPA MUST have 2 years of successful nursing experience
- Candidates without 3.0 GPA MUST have outstanding references and maintain a 3.0 GPA in the first semester of nursing graduate studies to remain in the program
- Resume or Curriculum Vitae
- Unencumbered, active registered nurse (RN) license in any state where licensed
- Strongly Recommend Graduate Research and Statistics Courses
- Transcripts from all post-secondary institutions
- Three letters of reference pertaining to academic ability, professional competency, nursing leadership potential and personal character
- Personal statement/philosophy

Exams such as GRE, MAT are not required. Exams such as GRE, MAT are not required and nationally have not proven to be a predictor of success in graduate nursing programs. To apply for the Adult-Gerontology Primary Care Doctor of Nursing Practice Program go to [www.nursingCAS.com](http://www.nursingCAS.com) and select Kentucky State University. NursingCAS is a service that allows applicants to use a single online application and one set of materials to apply to multiple programs at participating schools.

**Transfer Student**

A graduate nursing student from a nationally and regionally accredited institution who is applying for graduate nursing admission at Kentucky State University School of Nursing and intending or seeking to transfer graduate credits from the other accredited institution must submit all graduate application forms through NursingCAS and fulfill all graduate nursing admissions requirements. The policies regarding “Transfer Credits” apply.

**Re-Admission**

After any interruption of studies at Kentucky State University, a DNP student may be required to apply for readmission to the program. Students, who have an interruption in the course sequence, will be considered on a space-available basis and must meet the current academic qualifications for readmission. Students have 7 years to complete the DNP program once they begin the first course in the program.

**Additional Information****Criminal Background Check**

Kentucky Board of Nursing (KBN) requires all misdemeanor and felony convictions occurring in Kentucky or any other states well as federal and military convictions be reported to the KBN. Conviction of certain felonies will cause a “Notice to Deny Licensure” to be issued to applicants seeking to write the nursing licensure examination in accordance with this policy. The School of Nursing requires that each student submit a criminal background check to the School of Nursing prior to admission to the program.

## **CastleBranch**

Upon admission to the program the student must complete the requirements as set forth by the School of Nursing for the BSN-DNP Program in **CastleBranch** [e.g., background check, drug screening, license verification, cardiopulmonary resuscitation (CPR), immunizations including the influenza vaccine, TB skin test, health insurance, health physical, HIPPA, Graduate Nursing Handbook Attestation, etc.]. All requirements must be current throughout the duration of enrollment in the BSN-DNP Program. CPR training must be from an approved American Heart Association curriculum. **All students who are accepted in the BSN- DNP program are admitted pending submission of the CastleBranch requirements.**

Admission will be withdrawn for students who do not comply with CastleBranch requirements.

CastleBranch's mission is to empower the School of Nursing Graduate Nursing Program to make SAFE AND INFORMED DECISIONS through fully customizable **screening** and **clinical experience** solutions. Requirements for CastleBranch must be completed upon admission to the BSN-DNP Program.

CastleBranch can be reached at:

Web Portal: <https://login.castlebranch.com/login>

Email: [customerservice@castlebranch.com](mailto:customerservice@castlebranch.com)

Phone: (888) 723-4263.

## **ProjectConcert**

Before entering the clinical or residency setting, students and preceptors must be credentialed in ProjectConcert. ProjectConcert credentialing should be completed upon enrollment in clinical and residency courses by the course faculty. All ProjectConcert requirements must be current throughout the duration of enrollment in clinical and residency courses in the BSN-DNP Program.

## **Additional Information Regarding Clinical and Residency**

Faculty and students see the Clinical Policies and Appendix D (the Preceptor Orientation Manual, Clinical Practicum Guidelines, and Scholarly Project Guidelines).

Faculty see the School of Nursing Faculty Handbook.

## **Expenses**

Graduate nursing students pay the same general fees and tuition as do other students at the University. However, students in the Graduate Nursing Program may incur additional expenses for lab jackets, name badge, nursing emblem, stethoscope, bandage scissors, wrist watch with secondhand, otoscope, ophthalmoscope, tuning fork, hammer, travel fees, multiple criminal background checks if indicated, CastleBranch requirements, formative/summative testing program, etc.

## **Student Directory**

Upon admission to the BSN-DNP Program, the following information is requested to be submitted by students.

- Student's name

- Address
- Telephone number
- Place and date of birth
- Concentration
- Digital photo
- Year of graduation and dates of attendance
- Awards and degrees received
- Membership in organizations
- Educational institution most recently attended

A student who wishes to be omitted from the directory must so indicate by writing to the School of Nursing, Director for Graduate Nursing Programs by the last day of the term prior to the start of the following term. For example, the last day of term 1, for omission from the directory for term 2 and future terms, unless otherwise notified. A student's record is not accessible to anyone outside the School of Nursing without the written authorization from the student. Exceptions to this regulation are as follows:

- Officials at an institution where the student is applying for admission
- Officials disbursing financial aid
- Parents of a dependent student (for tax purposes)
- Accrediting and educational testing organizations
- Federal officials
- Officials complying with a judicial order
- Appropriate officials in the event of an emergency (only if necessary, to safeguard the health or well-being of the student or other individuals)
- The alleged victim of a crime of violence may receive results of any disciplinary proceedings conducted by the School of Nursing against the alleged perpetrator of that crime in reference to that crime.

Student records are available to the above with the stipulation that this information is only for the use of the above unless written consent is secured from the student. Student records may not be distributed to other parties. It is the responsibility of each office maintaining records to keep a log that verifies the name and date of each person who has viewed the record and for what reason. Students have the right to see this log. A student may sign a waiver of access to confidential recommendations for the graduate nursing program or for employment purposes. However, the student must be kept informed of those people providing recommendations.

## **GRADUATE NURSING PROGRAM ACADEMIC REGULATIONS AND POLICIES**

### **Statement on Intellectual Property Ownership**

Kentucky State University is a community of learning dedicated to teaching, research, and scholarship; and Kentucky State University strongly encourages the creation and dissemination of learned and aesthetic accomplishments, including copyright-protected works; and the evolution of technology, pedagogy, curricular development and higher education practice requires that the School of Nursing examine the issue of copyright ownership in the academic community; and Research into the effectiveness of instructional technologies and new curricula are evolving at too rapid pace to permit full anticipation and articulation of policy which can be mechanically and unambiguously applied to every situation. This Statement is intended to articulate both a framework for understanding ownership of intellectual property rights at Kentucky State University School of Nursing, and the principles that shall guide those charged with evaluating ownership issues as they arise.

The framework and principles are:

- First, that the traditional rights of scholars to the fruits of their labors should be respected.
- Second, that works produced at the School of Nursing should be used and made available for the greatest possible benefit, both within the Kentucky State University community and beyond it.
- Third, that U.S. federal copyright law grants copyright ownership of employment-related works to the School of Nursing
- Fourth, that it is reasonable for the School of Nursing to have greater rights to the use and commercialization of a project when the School of Nursing contributes exceptional resources to the project.
- Fifth, that the School of Nursing must protect the use of the Kentucky State University name.

**Student Work Definition:**

Student Works are papers, computer programs, dissertations, theses, projects, artistic and musical works, and other creative works made by Kentucky State University students in the pursuit of her/his academic coursework while enrolled as a student.

**Ownership and Use:**

Students shall own copyright in student work except in the following cases:

1. Copyright to Traditional Works authored by faculty with assistance from student shall be owned by faculty or the School of Nursing of Nursing in accordance with the terms of this policy.
2. The School of Nursing shall own a student work that is a sponsored or externally contracted work as set forth in this policy.
3. Student Work created in the course of the student's employment by the School of Nursing shall be considered Works Made for Hire, and the School of Nursing shall retain ownership and use of such works.
4. Works created by student for third parties as part of an internship or experiential learning program are not subject to this policy.

To ensure that Kentucky State University continues to respect learner's rights, as a matter of policy, Kentucky State University and faculty members may not and will not accept information from learners under an obligation of confidentiality. Types of information that could be subject to confidentiality requirements include information obtained from an employer, unpatented inventions and information obtained pursuant to a nondisclosure agreement. Information that is subject to an obligation of confidentiality may not be used in any part of the Kentucky State University learning process, including but not limited to web postings, materials prepared for a course, dissertation work and comprehensive examinations.

To the degree that applicable laws or regulations provide for confidentiality, such as in connection with certain learner records and financial aid, Kentucky State University will abide by such laws or regulations.

Faculty members do not have authority to modify this policy. Kentucky State University therefore recommends that prior to disclosing any information to faculty members, learners ensure that the information being disclosed is not the confidential information of a third party.

## **Copyright**

As a community of scholars, Kentucky State University subscribes to the belief that intellectual property rights should be respected and honored, and that fair and appropriate use of published materials is both a legal and an ethical obligation that all members of the Kentucky State University School of Nursing community should observe.

It is the policy of the School of Nursing that all members abide by the relevant copyright laws. These laws include:

- The Copyright Law of the United States of America
- Title 17, U.S. Code, Sect. 101, et. seq.
- General Revisions of the Copyright Law
- Public Law 94-553 (effective January 1, 1978)
- 1998 Digital Millennium Copyright Act
- Any Federal Copyright law, not mentioned

The intent of the Kentucky State University Copyright Policy is to encourage scholarship conducted in the spirit of honest inquiry. Using the works of others obligates scholars to acknowledge such use whose works are protected by the law. It is the individual user's responsibility to comply with copyright law. You should permanently keep a copy in your files of any permission-to-use that you obtain. It is the individual user's responsibility to comply with copyright law. You should permanently keep a copy in your files of any permission-to-use that you obtain.

## **Access to Learning Resources**

For regulatory, accreditation and other business purposes, the online learning management system may be accessed and observed by persons other than Kentucky State University School of Nursing students, faculty and staff. Access to courses may be granted by the program director only after review of the request and determination that access is necessary and appropriate, does not infringe on the activities of learners and faculty, and does not threaten the academic integrity of the online course. Although the learning management system is not open to public access, it is not a private or confidential domain; neither students nor faculty should assume privacy within the online course.

Oversight of the Graduate Nursing Program Academic Regulations and Policies is given to the School of Nursing. Graduate nursing students are expected to become familiar with these regulations, as they apply to all students enrolled in graduate nursing courses at Kentucky State University in the School of Nursing.

## **General**

- A. A semester credit hour represents one clock hour of recitation, lecture, and other e-learning activities.
- B. Quality points are the assigned points of a specific letter grade. The total quality points of a course are calculated by multiplying the quality point value of the letter grade earned by the number of semester credit hours for the course.
- C. The cumulative grade-point average is defined as the total number of quality points earned in all courses taken at Kentucky State University in which the student received a grade of "A," "B," "C," "D," or "F" divided by the total number of semester credit hours in all courses taken at the University in which the student received a grade of "A," "B," "C," "D," or "F."

1. If a course is repeated, only the highest grade will be used in the computation of the cumulative grade-point average.
  2. Unless specifically described in the course description as a repeatable course, credit may be earned only once for courses that are repeated.
  3. All grades earned at Kentucky State University will remain on the student's transcript and in the permanent record.
- D. The current grade-point average is defined as the total number of quality points earned in all courses in which the student received a grade of "A," "B," "C," "D," or "F" during the last term (summer session/semester) of enrollment divided by the total number of semester credit hours in all courses in which the student received a grade of "A," "B," "C," "D," or "F" during the last term (summer session/semester) of enrollment.

### **Course Numbering System**

This system is to be used to ensure consistency in the numbering of courses, and should be used by advisors and students when making out class schedules. Graduate nursing students do not receive graduate credit for courses number 001 through 499.

- 001-099 designed for college preparatory and remedial courses; does not count toward any degree requirements
- 100-199 designed for freshman students but may be taken by more advanced students; does not carry graduate credit
- 200-299 designed for sophomore students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
- 300-399 designed for junior students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
- 400-499 designed for senior students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
- 500-599 open to graduate nursing students only
- 600-699 open to graduate nursing students only; should be used for seminar and independent study
- 700-799 and above open to graduate nursing students only; Scholarly Project, thesis and research (professional)

### **Grading System**

Information regarding grading policies is available from the Office of Academic Affairs and in the course syllabus for each course. All policies established must be in compliance with policies outlined below.

- A. A course instructor will issue a final grade at the conclusion of the course for each student officially registered for the course. The course instructor remains the sole person responsible for issuing a final course grade, except as provided in sub-section B below.
- B. In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the Chair of the School of Nursing will be responsible for issuing final course grades.
- C. Only final grades specified in the Academic Regulations and Policies may be issued.
- D. Instructors are to report final grades to the Office of the Registrar in accordance with the procedures and deadlines required by the University. Only the Office of the Registrar has authority to issue official final grades.
- E. The following system of symbols will be used in grading students in the graduate nursing program:
  1. A excellent; four quality points per semester credit hour
  2. B good; three quality points per semester credit hour

3. C failure; two quality points per semester credit hour
4. D failure; one quality point per semester credit hour
5. F failure; zero quality points, zero credit
6. N The grade of "N" indicates that a research project, thesis, or other special project has not been completed at the end of the term. The grade is only to be used in cases where the work is ongoing. It is not a substitute for an "I" and does not convert to a credit bearing grade until the final grade is submitted by the instructor. The grade of N can only be used in 900-level courses. With approval of the program faculty and the Director for Graduate Nursing Programs level course may be allowed to use the "N" grade if the course spans more than one semester and the request is made prior to the term in which the course is initiated. The grade of "N" is excluded from the GPA tabulation. A student cannot graduate until all "N" grades have been converted to regular letter grades or the appropriate retroactive course withdrawal has been approved. The grade must be converted before the expiration of the time limit for completion of the graduate degree.
7. I incomplete; not included in grade-point average
8. W withdrawal, which can only be entered for students who withdraw prior to the end of the tenth full week of classes during a semester, or before two-thirds of the instructional days of the summer session; not included in grade-point average. Withdrawal dates specified on the academic calendar for Kentucky State University takes priority and must be followed by faculty.
9. AU audit; not included in grade-point average (see Section F)

F. Audit

You are eligible to audit a class with permission from the instructor. It might be helpful to audit a course that you have transferred from another institution and need review.

Contact the registrar's office for more information regarding course audits and approvals.

G. Repeat Option

A graduate student has the option to repeat any completed course. Only the highest grade will be used in computing the student's academic standing and credit for graduation. The original grades for all repeated classes will remain on the transcript with the notation "excluded from GPA." A student may repeat a given course a maximum of two times. The repeat option only applies to an identical course (including a cross-listed course) and not a course substitute.

H. Incomplete

1. You are expected to complete all coursework by the end of the term in which that coursework is taken. In special circumstances, an instructor may grant a student permission to delay submission of work up to the end of the next term. However, instructors are not bound to grant such requests. When an instructor has granted such permission, he or she will assign the student a grade of "Incomplete" for the course; this grade will appear on the student's official transcript until a final grade is reported. If an "I" is assigned by an instructor and not subsequently changed to a grade by the instructor before the last day of classes in the following term, it will be converted to an "F" on your transcript.
2. A grade of "I" is to be assigned only for an unforeseen and extraordinary circumstance or situation which would have prohibited a student from completing a minor part of a course requirement, such as the final exam, one major exam, completion of a term paper or class project, or part of the requirements of a laboratory, and the student has made a request to the instructor prior to the end of the term. In some cases, a grade of "I" can be assigned when the course constitutes an "I" based on accrediting or certification requirements.
3. A grade of "I" may not be assigned as a substitute for a "C," "D," or an "F."
4. An Incomplete earned in any given term (summer session/semester) must be removed by the end of the eighth week of classes during the next regular academic semester or

as specified by the academic calendar; otherwise, the "I" will be changed automatically to a grade of "F."

5. When a grade of "I" is assigned, the instructor shall provide a detailed description of the work to be completed by the student to the Director for Graduate Nursing Programs. The Director for Graduate Nursing Programs shall retain a copy of this document. The instructor shall forward a copy to the student and retain a copy in the unit file.
  6. The grade of "N" is to be used for graduate level courses requiring a professional project or thesis that requires more time to complete than one term. The grade of "I" is not be used in this circumstance.
  7. Occasionally, you will need additional time to complete clinical hours or course work. Course in Progress (CIP) is one example of the transcript notation for a delay in work completion. If there are special circumstances regarding the completion of your work, please speak with your course faculty.
- I. Time Limitations for Grade Changes  
All grade changes must be processed within one semester from the time the original grade was recorded. These grade changes will be permitted only when there was an error in recording or calculating the grade.
- J. Appealing a Course Grade (see the appealing process).

### **Additional Graduate Nursing Grading Policies**

Graduate nursing students must maintain an 80-weighted average on their exams- exclusive of their graded assignments to pass the course. In addition, if the 80-cut point is not met, the grade recorded on the transcript will be the earned exam grade. Students must earn a grade of B or better in all courses. Course grades of less than a B are not satisfactory for graduate nursing work and are considered failing grades. The adult-gerontology primary care component, both the class and the clinical, must be passed with a satisfactory grade (B). If a student fails one component of the course, she/he fails the entire course and must re-take both components of the course.

All graduate nursing students must maintain a 3.0 GPA while in the Graduate Nursing Program. If a student's average falls below the required 3.0, or she/he demonstrates unsatisfactory clinical performance, s/he may, at the discretion of the Director for Graduate Nursing Programs will be put on probation. If probation occurs, the Director for Graduate Nursing Programs will notify the student of the probationary status. This notification will delineate the specific goals the student must meet in order to continue in the program.

Unethical behavior or professional/personal misconduct behaviors warranting termination include, but are not limited to:

1. Violations of Kentucky State University's Code of Conduct
2. Professional Standards of Care
3. Code of Ethics for Nurses and the regulations governing nurse practice through the individual state/district Nurse Practice Acts.

### **Grading Scale**

The following grading scale is used in all graduate nursing courses:

A = 90 - 100% = Excellent  
B = 80 - 89% = Good  
C = 70 - 79% = Failure  
D = 60 - 69% = Failure  
F = Below 60 = Failure  
P = Pass

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I = Incomplete  
W = Withdraw  
AU = Audit  
P/F = Pass or Proficient – Fail or Not Proficient

**Students must note that any grade less than a “B” (80%) in a NUR-prefix course is a failing grade in the SON.**

### **Rounding of Grades**

Only final course grades are rounded. Final course grades will be rounded to the nearest whole number. Grades below five-tenths will be rounded downward, while grades at or above five-tenths will be rounded upward. For example: 76.4 will round to 76; 76.5 will round to 77. Other course grades (e.g., unit examinations) including the test average required for progression will not be rounded.

### **Withdrawal from a Course**

- A. The Office of the Registrar will distribute class rosters to the faculty. Instructors will then verify the names of students who have attended at least one class meeting. Students who have never attended a class meeting will be administratively withdrawn and have all applicable charges reversed. Students who have attended at least one class meeting but have stopped attending are subject to the attendance policies enumerated in the Class Attendance section. This policy does not apply to the summer session.
- B. If a student withdraws from a course before the end of the tenth full week of classes during a semester or as specified by the academic calendar (the last day of withdrawal), a grade of “W” will appear on the student’s transcript.
- C. If a student withdraws from a course before two-thirds of the instructional days have elapsed during a summer session or short course or as specified by the academic calendar, a grade of “W” will appear on the student’s transcript.
- D. A student who fails to follow proper University withdrawal procedures will receive a grade of “F” in that course.
- E. Students may appeal for retroactive withdrawal from a course under specified circumstances.
- F. Before withdrawing from a course, students should consult with the instructor. The students must also consult with their academic advisor on how the lost credits will be made up and obtain the advisor’s signature on the “Registration Change/Drop Add Form” for approval. The form must be submitted to the Office of the Registrar before the last day to drop classes or withdraw from the University with a “W” grade. A registration change becomes effective the day the change is accepted by the Office of Records and Registration and a copy of the form is given to the student.
- G. Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in extracurricular programs and events (NCAA, SIAC, etc.) and, for foreign students, immigration status. Therefore, before withdrawing from a course, students are strongly encouraged to consult with their academic advisor, Director for Graduate Nursing Programs, and, as applicable, the Financial Aid Office. Students are considered the responsible parties for all transactions processed against their academic records. A student may not appeal for retroactive withdrawal from a course after a change or graduation from the academic program under which the student took the course.

### **Withdrawal from the University**

- A. A student who has preregistered but not completed registration (i.e., paid fees or made

arrangements for the payment of fees) may cancel his/ her registration by notifying the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

- B. In order to withdraw from the University after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:
  - 1. Obtain the necessary form from the Office of the Registrar.
  - 2. Complete the form and obtain the necessary signatures.
  - 3. Return the completed form to the Office of the Registrar.
- C. Failure to withdraw will obligate the student to pay all tuition, fees, and other charges assessed, and will result in failing grades for that term (summer session/semester).
- D. If a student withdraws from the University before the end of the tenth full week of classes during a semester or as specified by the academic calendar, a grade of "W" will appear on the student's transcript for all courses pursued that semester.
- E. If a student withdraws from the University before two-thirds of the instructional days have elapsed during a summer session or short course or as specified by the academic calendar, a grade of "W" will appear on the student's transcript for all courses pursued that session.
- F. Students may appeal for retroactive withdrawal from the University under specified circumstances.

### **Withdrawal from the Graduate Nursing Program**

A graduate student in good standing wishing to take temporary leave from the Graduate Nursing Program may petition the Director for Graduate Nursing Programs in a written application explaining the student's circumstances and plans for resumption of studies. However, if a student needs to permanently withdraw from the program and does not intend to complete pursuing the academic degree program, the student must: 1) notify the Director for Graduate Nursing Programs via letter/email of intent to withdraw and 2) withdraw from all classes. Official deadlines of the university pertaining to dropping courses and withdrawal will apply. The Director for Graduate Nursing Programs will forward the student's letter to the student's file so that the student status will be properly reflected in the university's records.

### **Academic Standing**

In order to withdraw from either a Graduate Nursing Program course or the Graduate Nursing Program in good standing, a student must be passing and meeting all requirements for the Graduate Nursing Program.

- A. Good Academic Standing

In order to remain in good academic standing, a student must have a cumulative grade-point average of 3.0 and no grades lower than a "B".
- B. Probation
  - 1. Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester.
  - 2. Even with a grade point average of 3.0 or better, having a grade of "C" or lower results in academic probation at the graduate nursing level.
  - 3. Probation may not be appealed.
- C. Dismissal from the University
  - 1. A student who is on academic probation, and whose current grade-point average falls or remains below 3.0, or who fails to complete coursework required to be removed from probation, is dismissed from the graduate nursing program and the University.

## **Complaints/Grievances**

The School of Nursing follows the University's Complaints and Grievances as found in University Student Handbook.

## **Academic Appeal Procedures and Academic Standing**

### **Grade Appeal Process**

See Appendix A.

### **Progression and Retention**

Students must pass both the clinical and didactic components of a graduate nursing course in order to pass progress forward. If the student fails one component and passes the other, the student will fail both courses. If the student drops the clinical component of the course, they must drop the didactic course. Student must retake both courses in which they received an F.

- All students will adhere to the Kentucky State University Honor Code and the American Nurses Association (ANA) Code of Ethics. We expect full concordance by every nursing student with the Kentucky State University Honor code.
- Students are allowed to repeat a failed nursing course only once.
- The Graduate Nursing Programs can submit an academic/clinical warning when the student's performance is considered to be marginal and/or unsafe. The justification for a warning includes but is not limited to the following:
  1. Quizzes or exams with a grade B or below
  2. Overdue Assignments
  3. Poor use of online resources
  4. Poor or unsafe clinical practice (see course and/or clinical objectives)
  5. Violation of the Honor Code
  6. Violation of the Professional Code of Ethics
- A student can be dismissed from a course in the Graduate Nursing Program at any time, with cause.
- Evidence of unsafe practice, failing work, or violation of the Professional Code of Ethics are grounds for failure.

### **Unsatisfactory Student Progress**

- A student will be placed on nursing probation for demonstrating behavior inconsistent with ethical, legal, or professional standards as determined by each program faculty.
- If a student takes leave of absence after being placed on probation; the student will be on probation for the semester s/he returns to the program.
- A student receiving a grade of less than a "B" in any graduate course will be notified they are in jeopardy of being placed on probation and repeating the unsuccessful course. If the unsatisfactory grade (any grade of less than a "B") places them below an overall GPA of 3.0 in the program, they are automatically placed on probation and must repeat the course in which the unsatisfactory grade was received. After the second unsatisfactory grade in the same course, the student is expelled from the program and MUST REAPPLY BY WRITTEN PETITION to the Program Administrator of the School of Nursing for reinstatement to return to the program.
- If the student is reinstated by the program Chair, any future course grades of less than a "B" will result in automatic permanent expulsion from the program.

- A student who fails a nursing course may not proceed into another nursing course.
- If failure of the course drops the student below a 3.0, they are placed on automatic probation and may only retake the course once. The course can only be taken at the next course offering in the program; therefore, repetition of the course may affect a student's ability to progress with their class and/or their expected date of graduation.

### **Exclusion**

- A student who has a grade less than a B, on more than one occasion, under any circumstances shall be dismissed from the Graduate Nursing Program. This includes if a student withdrew after the eighth week of the term and had a failing grade (WP) at the time they began the leave of absence.
- A student may be excluded from the program if they are on probation during more than two semesters over the course of obtaining the degree.
- A graduate nursing student will be excluded from the program if she fails to obtain a grade of B (80) or better in a repeated course.
- A student may be excluded from the program for demonstrating behavior that is illegal, unethical, or unprofessional as determined by each program faculty.
- A student will be excluded from the program if they verbally or physically threaten members of the School of Nursing administration, faculty, staff, students, or clients in the practice setting.

### **Appealing for Retroactive Withdrawal**

1. Retroactive withdrawal from a course or from the University will be considered only when a student documents to the Director for Graduate Nursing Programs that he/she could not meet the scheduled deadline for appropriately withdrawing due to some unforeseen and extraordinary circumstance. The student must make this appeal no later than two days before the next regular academic semester begins. Appeals that do not clearly substantiate the circumstance for missing the withdrawal date will not be considered.
2. Students receiving federal financial aid for the course or term in question may be required to repay the University for Withdrawn Courses. (They should contact the Financial Aid Office.)
3. Exceptions to the above policies can be made at the discretion of the Director for Graduate Nursing Programs for exceptionally meritorious cases.

### **Appeal of Dismissal from the University**

1. A student may appeal his/her dismissal. Reinstatement can occur only when the cause of dismissal has been corrected (an appeal of grade or retroactive withdrawal). Exception: appeal of a dismissal after reinstatement is not allowed. Dismissal for an academic offense cannot be appealed through this process.
  2. If the student's appeal is granted, the student will be required to abide by an academic contract to be developed in consultation with the student's advisor and the program director. Also, if re-admission is granted, the student will be placed on probation.
  3. A student who has been re-admitted after dismissal and who fails to meet the conditions of their reinstatement may be dismissed from the University without appeal.
  4. A student who has been re-admitted after dismissal and who becomes liable for suspension at any time, will not be suspended, but will be dismissed from the University without appeal.
  5. Exceptions to the above policies can be made at the discretion of the Director for Graduate Nursing Programs and Chair of the School of Nursing for exceptionally
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meritorious cases.

6. After one year, a dismissed student may appeal in writing to the Chair of the School of Nursing for re-admission to the University. The student's appeal must include a letter of support from the Director for Graduate Nursing Programs. Also, a letter of support must be submitted from either a faculty member or the student's former advisor.

### **Registration**

1. A degree-seeking student MUST consult with their designated advisor prior to the time of preregistration or regular registration to receive official approval for their plan of study during each academic term (summer session/semester).
2. The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register.
3. Students are expected to register at the appointed time.
4. Students may not register for credit after the deadline set for completion of late registration.
5. A late registration fee is assessed to students who do not register at the appointed time.
6. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session (see the University Academic Calendar for specifics).

### **Changes in Registration**

#### **(Adding a course, dropping a course, changing sections, changing grading options)**

- A. All changes in registration must be approved by the Office of the Registrar and the designated advisor (and the instructor in case of a closed class).
- B. Any student improperly registered for a course will not receive credit for that course.
- C. A processing fee is assessed beginning the first day of classes of a term (summer session/semester) for any change in registration, with the exception of those caused by University cancellation of courses or other University initiated adjustments to course schedules.
- D. The Director for Graduate Nursing Programs will inform the Vice President for Academic Affairs, the Office of the Registrar, and the instructors of all course cancellations no later than two (2) working days after the end of late registration.
- E. When a course is canceled, any student enrolled in that course may change his/her final registration in order to replace the canceled course. Such adjustment must be completed no later than Saturday of the second full week of classes during an academic semester or no later than Saturday of the first full week of classes during a summer session.

### **Class Attendance**

- A. There are three mutually-exclusive types of absences for purposes of classification:
  1. Service-related absence
    - a) due to documented required military service
    - b) due to documented university service or off-campus representation of the University
    - c) due to documented jury duty
  2. Excused absence, non-Service related
    - a) due to documented illness,
    - b) due to documented serious illness or death in the student's immediate family
    - c) due to documented court appearance
    - d) due to documented attendance at a university-sponsored field trip

3. Unexcused absence
  - a) due to lack of documentation of an otherwise excused absence
  - b) due to excessive excused absences (exceeding the number of class meetings in one week)
  - c) due to university-activity absences incurred when the student's performance in class is below a "B" average
- B. Provided the student is doing satisfactorily in the course, any class absence incurred while a student is performing university-patriotic service (participating in an activity whereby the student represents the university off campus) is to be excluded from the total number of allowed excused absences.
- C. Absence(s) from class(es) because of university- patriotic duty or university sponsored academic class activities must be reported to the Vice President for Student Affairs two (2) weeks prior to the date of the absence. The Vice President for Student Affairs will inform faculty members BEFORE the student's absence from class (es) in these cases.
- D. In order for a class absence to be excused, the student must submit documentation of the absence(s) to the Vice President for Student Affairs within one week of the absence(s).
- E. Other students must present official documentation for an excuse to the faculty, who will make the decision on the classification and acceptability of the excuse. Disagreements as to acceptable excuses are adjudicated by the Director for Graduate Nursing Programs.
- F. To receive credit for attendance during the first week of class, students should submit a signed student acknowledgement form indicating agreement to abide by the course conditions outlined in the syllabus and to follow the KySU policies.
- G. Online roll call will be done weekly after the submission of weekly assignments. All assignments must be submitted on time. If you do not submit your assignment on time, you will be considered absent.
- H. Excused absences are counted as absences when computing the 75% minimum. An excused absence allows the student to make up the work and receive a grade for that work if the work is completed within the specified time frame, as outlined in the Student Handbook, after the absence. The student is responsible for obtaining assignments, scheduling make-up work, and submitting assignments to the instructor within the published timeframe after the absence.
- I. Students must present official documentation for an excuse to the faculty, who will make the decision on the classification and acceptability of the excuse. Disagreements as to acceptable excuses are adjudicated by the Director for Graduate Nursing Programs.
- J. Unexcused absences from the course cannot be made up and can result in failure of the course.

## **Academic Honesty**

### **Honor Code and Academic Integrity Honor System**

A vital part of the collegiate experience at Kentucky State University School of Nursing, the Honor System embodies values of personal integrity, honesty, and trust. Fundamental to the Honor System is the Honor Code of Responsibility, and it is upon its principles that the School of Nursing community has based the Kentucky State University School of Nursing Standards of Conduct.

The Kentucky State University Honor System has existed since 1907, making it one of the oldest continuing honor systems at any School of Nursing in the country.

Throughout the decades, the Honor System has been revised and amended on an annual basis. Changes are made after consultations with faculty, staff, and students.

## **Honor Code of Responsibility**

The students, faculty, and administrators of Kentucky State University agree to accept the following responsibilities:

- Each member of the Kentucky State University School of Nursing community is responsible for maintaining a high level of civility, integrity, honesty, and trust within the community.
- Each student is responsible for presenting work of her/his own creation, and refraining from representing as her/his own work that which is not hers/his.
- Conduct in keeping with the policies outlined in this handbook and all other official School of Nursing publications is expected of each member of the Kentucky State University School of Nursing community.

The Honor Code of Responsibility is shared by the entire Kentucky State University School of Nursing community. It implies that each segment has obligations based upon its specific function within the School of Nursing.

## **Academic Integrity**

Each student is expected to read, understand, and observe the policies outlined in the Kentucky State University School of Nursing Statement on Cheating, Plagiarism, and Forgery below. Each student is expected to read, understand, and observe the policies outlined in this handbook and all other policies that govern students enrolled at Kentucky State University in the School of Nursing. Each student is expected to assume guardianship for the Honors System.

Any student who violates the standards of the Honor System must accept the consequences of her/his behavior. Important to the integrity of this system is each student not only has to observe the Honor System, but also to try to ensure that others in the community also act honorably. Violations of the Honor System can lead to course failure up to expulsion from the Graduate Nursing Program.

## **Faculty/Administrative Responsibility**

At the beginning of every semester, each instructor is expected to define and explain, clearly and carefully, standards of conduct as they relate to cheating, plagiarism, and forgery in her/his course.

### **The instructor is also responsible for:**

- Clearly stating course and clinical objectives
- Timely identification of concerns by the faculty member with the student regarding her/his lack of successful achievement of course or clinical objectives
- Clear communication of the plan to remediate the identified concerns related to knowledge, skills, or behaviors that must be improved in order to achieve course or clinical objectives
- Clear communication of the outcomes required for successful completion of the course or clinical experience
- Final evaluation of the student's course or clinical experience in relation to the course and clinical objectives

Each instructor is asked to make conditions in the online classroom and examination synchronous sessions conducive to the best possible academic achievement of the students. Instructors should remind students that examinations may not be copied or duplicated from the assigned examination online platform/virtual classroom unless otherwise specified. Instructors should also indicate any time limits that apply. The instructor should provide specific instructions as to the use of source materials, time limitations, and the methods of completing the examination. The instructor should also indicate where and when she/he can be reached if further clarifications are necessary.

Each administrator is responsible for clarifying policies and procedures with respect to the function of her/his office in relation to the Honor System. Such clarification should appear in official School of Nursing publications and on official forms distributed by the office.

### **Statement on Cheating, Plagiarism, and Forgery**

Cheating, plagiarism, and forgery are major academic violations of the Honor Code of Responsibility. It is the responsibility of the instructor and students in a particular course to clarify specific applications of the Statement on Cheating, Plagiarism, and Forgery. Selling or distributing lecture notes, handouts, readers, or other information provided by an instructor, or using them for commercial purposes without the express permission of the instructor, is an academic violation and also violates the School of Nursing ' Honor Code.

Cheating is defined as the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work which is considered in any way in the determination of a course grade. A partial list of examples follows:

- Copying another person's test, paper, or report.
- Collaborating, including a) working with another person or persons in execution of a test, report, or paper without authorization to do so and b) discussing a test, report, or paper.
- Using crib notes, such as referring to notes used during an examination without authorization to do so.
- Using books, class notes, or other source material during an examination without authorization to do so.
- Downloading information from the Internet and presenting it as one's ownwork and/or without proper attribution.
- Submitting the same paper, or substantial parts thereof, in more than one course, without the knowledge of the professor. See self-plagiarism.
- Committing computer violations. Except where collaboration is permitted or special regulations are made by the instructor, all computer work for which credits sought must be performed by the individual student. Tampering with or unauthorized reading of files belonging to other individuals are violations of the code. Where procedures are not clear, it is the responsibility of the student to confer with her/his instructor.
- Violating any other explicit regulation announced by the instructor and/or circulated in writing to each student at the beginning of the semester.

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. It includes the submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit. It includes employing or permitting another person to produce, alter, or revise material which the student

submits as his or her own. If the student has any uncertainty regarding plagiarism in the submission of any material to his or her instructor, he or she should discuss the matter with the instructor prior to submission of the material.

Students are required to use APA formatting for written assignments. Written assignments should be submitted to Turn-it-in. The plagiarism tutorial must be completed prior to beginning coursework. The tutorial can be accessed at [www.umuc.edu/writingcenter/plagiarism](http://www.umuc.edu/writingcenter/plagiarism). Students must complete the exercise and submit the certificate to the course faculty.

Forgery is falsely recording the signature of an advisor, instructor, or any university official on any official University academic document.

**A. Academic Offenses**

1. Cheating
2. Plagiarism
3. Forgery

**B. Sanctions for Academic Offenses**

One or more of the following sanctions may be applied to a student found guilty of committing an academic offense:

1. Assignment of an "F" (failing grade) or zero (no credit) on a paper, examination, or other academic material related to the offense.
2. Assignment of an "F" for the course in which the offense occurred.
3. Forced withdrawal from the class in which the offense occurred.
4. Dismissal from the University.

**C. Disposition of Cases of Academic Offenses**

**1. Responsibility of the Instructor**

An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to present the evidence of the offense, to give the student an opportunity to state his/her case, and to make known to the student the charges and possible sanctions which may be imposed and/or recommended. If the student is not available for or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges, and the possible sanctions by certified mail, with copies to the Director for Graduate Nursing Programs, the Chair of the School of Nursing, and the Dean of Natural and Applied Sciences. The instructor may then proceed to assign an "F" (failing grade) or zero (no credit) on a paper or examination related to the offense, assign an "F" for the course in which the offense occurred, or recommend to the Director for Graduate Nursing Programs a more severe sanction of forced withdrawal or dismissal from the university.

**2. Responsibility of the Director for Graduate Nursing Programs**

After reviewing the report from the instructor and making any appropriate investigation, which may include consultation with the student and graduate nursing program faculty, the Director for Graduate Nursing Programs will forward the materials, along with his or her own recommendation to the Instructor, Chair of the School of Nursing, and the Dean of Natural and Applied Sciences. If the sanction is forced withdrawal from the course or dismissal from the University, the Chair of the School of Nursing will take action to implement the withdrawal or dismissal and will notify the student by certified mail. Copies of the notice will be sent to the instructor, the Director for Graduate Nursing Programs, the Registrar, the Dean of the College of Natural and Applied Sciences, and the Vice President for Academic Affairs/Provost.

**3. See Appendix B**

#### **D. Right of the Student to Appeal**

1. The student shall have the right to appeal the allegation of his or her guilt to each higher level of authority up to and including the Vice President of Academic Affairs/Provost.
2. The assignment of a grade by the instructor on a paper or an examination involved in the offense shall not be subject to appeal (only the offence can be appealed).
3. Sanctions of forced withdrawal or dismissal can be appealed to the next higher level of authority up to and including the Vice President of Academic Affairs/Provost. Such appeal must be filed in writing within 15 days of notification of the sanction.
4. The student shall have the right to attend and participate in a class until a decision is made on his/her appeal.

#### **Respondus (LockDown Browser for Online Exams)**

Graduate nursing courses require the use of LockDown Browser for online exams. Watch this **short video** to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams).

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review below:

#### **TAKING A TEST:**

From a student's perspective, this is how LockDown Browser is used to take a test.

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes**.
3. Log into the course, navigate to the test and select it.
4. If you (the student) are required to use a webcam to record yourself during the test, a Startup Sequence will guide you through a webcam check and other items required by the instructor.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click **Begin Exam**.
6. The test will then start. (Note: If the instructor settings permit a student to close the browser during an exam for emergency purposes, the student will be prompted to enter a reason for exiting. The reason is displayed to the instructor in the LockDown Browser Dashboard.)

Finally, when taking an online exam, follow these guidelines:

1. Select a location where you won't be interrupted
2. Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
3. Turn off all mobile devices, phones, etc. and don't have them within reach
4. Clear your area of all external materials — books, papers, other computers, or devices
5. Remain at your desk or workstation for the duration of the test
6. LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## **Catalogue of Record**

- A. Upon admission to a graduate nursing program, the catalogue of record is considered the Graduate Bulletin in effect at the time of initial enrollment.
- B. A degree-seeking student can request to change his/her Catalogue of Record for the major to a subsequent edition if the major requirements change after a student declares a major. A written request to change the Catalogue of Record must be submitted to his/her advisor for approval and forwarded to the Office of the Director for Graduate Nursing Programs and the Office of the Registrar.
- C. If a student completes a degree, either undergraduate or graduate degree, at KSU, admission to another graduate program requires that the catalogue of record become the Graduate Catalogue in effect at the time of enrollment into the new graduate program.
- D. A student who changes from non-degree status to degree-seeking status must meet the requirements as published in the Catalogue in effect at the time the student becomes degree-seeking.

## **GENERAL GRADUATE NURSING DEGREE REQUIREMENTS**

### **Advisement**

Upon admission to the graduate nursing programs, each student will be assigned an advisor. The student shall take the initiative to become familiar with the student learning outcomes of the program and the pertinent regulations prior to scheduling a conference with the assigned advisor. Students are expected to consult with their advisors for program planning, scheduling, etc., throughout their residency as graduate nursing students.

### **Transfer Credit**

Transferable credit hours apply to credit-bearing graduate nursing coursework taken at another regionally accredited US institution at the time the coursework was completed, or an officially recognized degree granting foreign institution. The graduate nursing program determines the graduate transfer credits that will be accepted toward the graduate nursing degree requirements. The maximum permissible transfer credits at the doctoral level are twelve (12) semester hours. In all instances, credit transfers must be from regionally or fully accredited colleges and universities.

Credit hours may be transferred provided that:

- the courses were not used to satisfy the requirements of another degree or diploma program
- at least a "B" grade was obtained in the courses considered for transfer
- The time limit for eligibility of courses for transfer to a graduate degree program is five years at the time the student commences their degree program.
- An official transcript(s) for the student is/are on records in the Office of Graduate Nursing Programs and the Office of the Registrar. In the case of transferring credit from an international institution, official copies of evaluation and translation of the transcript must be sent directly by an accredited evaluation and translation agency to the Office of the Graduate Nursing Program and the Office of the Registrar at Kentucky State University.

The student requesting transfer of credits must complete and submit the Transfer Credits Form to the Director for Graduate Nursing Programs. Certain courses submitted for transfer may not be considered equivalent to specified graduate nursing program requirements even if course titles

are the same. Therefore, the appropriate course syllabi and official copies of transcripts must be submitted and evaluated before any transfer credit request can be approved. The request for transfer credit must be approved by the Director for Graduate Nursing Programs.

The completed Transfer Credits Form must be accompanied by a letter or an email from the Director for Graduate Nursing Programs addressed to the Office of the Registrar. The letter or email must provide an academic justification (e.g., similar course content coverage and credit hours) for allowing the transfer credit for each course. Information received about courses accepted for transfer credits will then be coded on the Student Information Systems (Wired). If the request for transfer credit is approved, the Director for Graduate Nursing Programs notifies by email or letter the student and the Registrar. The Registrar then indicates the courses and credit hours accepted as transferred on the student's transcript. If the transfer credit request is denied, the student and the appropriate University officials are also sent email notification along with explanation.

### **Academic Bankruptcy**

In certain situations, a student may apply to declare academic bankruptcy. In such cases, the student's academic record for the term(s) specified will be stricken. The bankruptcy policy is subject to the following:

- A. Only a student who has been readmitted to Kentucky State University after an interruption of two or more years is eligible to declare academic bankruptcy.
- B. The student must file a written petition for academic bankruptcy to the Director for Graduate Nursing Programs presenting a strong case for supporting the approval of the petition. Reasons for the request (i.e., financial problems, illness, or personal problems) should be cited.
- C. The student's entire academic record (all courses) for the stipulated period will have a notation of the bankruptcy action appearing on the transcript.
- D. A student who was on suspension at the time of last attendance and is granted academic bankruptcy and re-admitted to the University will be placed on probation.
- E. If a student is suspended after having been granted a petition for academic bankruptcy, he/she will be dismissed from the University.
- F. A student cannot declare academic bankruptcy more than once.

### **Comprehensive Examinations**

The graduate nursing program require comprehensive examinations, the exams are designed, administered, and scored by the graduate nursing faculty. The faculty is required to report the results via Blackboard.

Candidates are eligible to apply to take the comprehensive examination when they:

1. have met the residency requirements for their program,
2. are in good academic standing, and
3. have graduate nursing program approval.

Candidates must be enrolled at the time the comprehensive examination is to be taken. The students should consult and work closely with their academic advisor to seek preparation guidelines and to schedule the examination dates.

## **Final Projects**

See the Scholarly Project Guidelines in Appendix D.

## **Degree Completion**

Students writing Scholarly Projects must be continuously enrolled at the University and obtain guidance from their graduate nursing faculty and academic advisor. The students must have satisfactorily defended their Scholarly Project and made all required corrections identified during the defense prior to submitting the Scholarly Project to the Office of the Director for Graduate Nursing Programs. Students writing Scholarly Projects enrolled in a residency course may be required to pay for each semester that they missed.

## **Application for Graduation**

Graduation schedules are determined by the University and published by the Office of the Registrar. Candidates must file an application for graduation with the Director for Graduate Nursing Programs before the deadline published by the University Registrar. The candidate is obligated to pay the graduation application fee. Payment should be made at the Cashier's Office in Academic Services Building (ASB).

If a student does not complete all requirements for graduation by the end of the semester indicated on the Application for Graduate Nursing Program Degree Checkout Form, a new form must be completed for the year and semester in which the degree is to be awarded. Students applying for graduation must also make arrangements with the University Bookstore for the purchase or rental of academic robes and regalia.

## **Academic Requirements for Graduation**

- A. The graduate nursing program has specific requirements for a student to complete in order to be awarded a doctoral degree. These may include qualifying examinations, a Scholarly Project, or other professional activity. These are usually completed during the final stages of the graduate nursing program.
- B. Grades below "C" may not be presented for doctoral degree graduation credit, nor shall graduation be approved for students with grade-point averages below 3.0.
- C. A minimum of 72 graduate nursing semester credit hours is required for the awarding of a doctoral degree. The doctoral degree program must be completed within seven years of initial enrollment as a degree seeking graduate student. Please consult the program description.

## **Graduate Residency Requirements for Graduation**

With the exception of approved transfer credits and approved credits taken as visiting students in accredited graduate programs, all graduate course credits must be completed at Kentucky State University. Contact the Registrar's Office for more information on the application for graduation process.

## **Health Policies**

The School of Nursing adheres to the philosophy and the standards of the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (PL 93-112) as amended (PL 92-156). All educational programs at Kentucky State University are dedicated to the principle of nondiscrimination. This includes a commitment not to discriminate against students with disabilities whom are otherwise qualified to be enrolled as nursing students. As

part of its effort to ensure that all students are given the opportunity to participate fully in the Graduate Nursing Program, the faculty has outlined essential functions of students in the program. The Graduate Nursing Program requires cognitive, affective, communications and psychomotor functions.

### **Specific Health Policies**

- A. Students with disabilities: The School of Nursing subscribes to Section 504 of the Rehabilitation Act of 1973 (PL 93-112) as amended (PL 92-156) and the American with Disabilities Act (ADA), which mandates equal opportunity for qualified persons with disabilities in educational programs.
- B. Pregnancy is recognized as a special health need. Early notification of the faculty is recommended so that consideration for appropriate clinical rotation can be planned. The Graduate Nursing Program is guided by the student's physician and the policies of the agency in which she is working.
- C. Any nursing student who believes his/her health impairment will impact his/her ability to complete the Essential Functions of the Graduate Nursing Program should follow the procedure listed below to request accommodations and seek clearance (please note that any student who is hospitalized or experiences a surgical procedure must engage in this process).
- D. Changes in health status may occur over the course of the nursing program. Health issues that have the potential to impact the student's ability to perform the Essential Functions should follow the procedure listed below to request medical clearance and/or accommodations.
  - The student should contact the Disability Services Office for an intake appointment to discuss the need for accommodations in relation to the Essential Functions.
  - If accommodations are required, the student should submit documentation to the Disability Services Office from the appropriate licensed professional specifically addressing the limitations in relation to the essential functions and the recommended accommodations.
  - The Disability Services staff will work in collaboration with the Graduate Nursing Program to determine whether the students eligible to return to the program with or without accommodations.

Students who need disability accommodations should submit an application packet with supporting documentation from a qualified professional to the Office of Educational Support – Disability Resources Center (DRC). Upon careful review of the documentation and discussion with the student, the Coordinator of the Disability Resource Center will arrange reasonable physical and academic accommodations. The Disability Resource Center is located in Room 220 of the Student Center. Students with disabilities are invited to contact Dr. Phillip Clay ([phillip.clay@kysu.edu](mailto:phillip.clay@kysu.edu)) in the DRC at 502-597-5076 for information on eligibility, required documentation, and available services.

Upon admission, a student who discloses a properly certified disability will receive a reasonable accommodation. However, in order to perform safe patient care, students must meet core performance standards and functional abilities for admission and progression. Students are responsible for updating their enrollment status and assuring ADA accommodations documentation is on file at the School of Nursing.

## **Physical and Mental Requirements**

Students must be able to perform the essential functions necessary to provide safe, quality care to patients in a variety of nursing units. Nurses spend a significant amount of time on their feet and will face a number of physical demands on the job. Daily care for patients may include moving patients from one place to another, helping bathe a patient, or changing him/her into clean attire, as well as use and maintain medical equipment. Students must have the physical strength and motor function, as well as be able to execute motor movements necessary to provide general care and respond to urgencies in the health care setting. Specifically, a student must be able to meet the requirements as defined in the clinical objectives for the course in which the student participates. Students may be asked to leave the nursing program, regardless of academic grade, if a physical or emotional condition exists the nature of which effects, or is affected by the student's performance in nursing.

All considerations of students' mental or physical abilities will comply with KSU's policies and procedures as set forth by the Disability Resource Center, the Americans with Disabilities Act of 1990 (ADA), and Sections 504 and 508 of the Rehabilitation Act of 1973. Students requiring permanent or temporary accommodations in the performance of their practicum duties should contact their Dean or the Disability Resource Center to discuss necessary accommodations.

## **Leave of Absence for Personal or Military Reasons**

During the course of graduate nursing study, the student might find it necessary to apply for a leave of absence (LOA). This might be of a personal nature or there may be a need for military leave. The student is eligible to take up to four terms of leave during your program of study. A LOA does not count against years of eligibility for completing your degree program and if necessary, the exit semester can be adjusted to factor in time away. A LOA can be applied for by completing the necessary submitting a written request to the Chair School of Nursing.

**Important Note:** If you take a LOA, you are eligible to request a return to classes after the semester in which you took a LOA has ended. If a student fails return to school within the semester, the student must wait to be included in the next cohort.

## **Harassment**

Kentucky State University is committed to maintaining the campus community as a place of work and study for students, free of harassment, intimidation, and exploitation. The University does not tolerate behavior that constitutes sexual or other unlawful harassment. Harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated. It is University policy that any form of harassment on the basis of sex, race, national origin, religion or other categories protected by law or other forms of harassment of or abusive treatment not be tolerated at the Kentucky State University.

If a student feels that he/she has been the victim of harassment, the student should bring the matter to the attention of the Vice-President of Student Affairs. It shall be the responsibility of the Vice-President of Student Affairs or his/her designated representative to contact the Director of Human Resources immediately to begin an investigation consistent with the University's harassment investigation procedures. Students may contact the Office of Student Affairs if they are unsure of the nature of their complaint or if they have questions regarding the complaint process.

## **Student-On-Student Sexual Harassment and Grievance Procedures**

Kentucky State University strives to maintain an academic and social environment for students that are free from sexual harassment. Under Title IX of the Education Amendments of 1972, sexual harassment is considered a form of sex discrimination and prohibited on all academic, residential, and other School of Nursing -related settings and activities, whether on or off campus.

Examples of sexual harassment include, but are not limited to, advances or requests for sexual favors or other conduct of a sexual nature that creates a hostile and intimidating environment that interferes with a student's performance in academic or non-academic settings. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex.

The following are examples that may constitute sexual harassment between students:

- Use of sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life
- Sexually oriented comments about an individual's body, sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner, sexual gestures, and suggestive or insulting comments
- Inquiries in one's sexual experiences
- Discussion of one's sexual activities
- Unauthorized video or audio taping of sexual activity

Students should consult the University's Title IX Policy for information on reporting and resolving allegations of sexual assault and harassment: <https://www.kysu.edu/student-engagement-and-campus-life/title-ix/>

## **Professional Communication**

### **Mode of Delivery**

You have chosen to pursue your course of study in an asynchronous online learning environment. It is customary for students to complete their program within this mode of delivery. Transferring from one mode of delivery to another (e.g., online to on-campus or on-campus to online) is not possible, as it may extend the duration of the program curriculum as well as impact the availability of clinical sites and federal financial aid eligibility.

A request to transfer between modes of delivery must be discussed with your academic advisor, and may only be granted in special circumstances. More than one transfer between modes of delivery during the duration of your time in the program must be approved by the Director for Graduate Nursing Programs and the Chair of the School of Nursing.

The platform (BLACKBOARD) on which the program is delivered incorporates the best of available web technologies. The platform uses tools to stimulate classroom discussion, and anyone familiar with facebook.com or other online communities should feel comfortable with the tools. Students will not need to be proficient with distance education technology before enrolling, but basic computer literacy, such as knowing how to access a web site, is required. Students log onto the learning management platform using a secure Kentucky State University login and password. Synchronous sessions in the online graduate nursing program are determined by each course coordinator. An orientation session for the overall program is provided prior to students

beginning the first course, and a technology help-desk is available to both students and faculty. An on campus mandatory orientation is required the semester prior to beginning clinical courses.

- Adhering to the Kentucky State University School of Nursing Honor Code at all times in clinical and online classroom situations and during immersion courses.
- Being respectful of all faculty and staff involved in the administration and delivery of the program

The student must demonstrate good judgment, complete all responsibilities related to the clinical care of his/her clients and their families. She/he must be able to maintain professional relationships that are mature, sensitive, and effective under highly stressful circumstances in environments that can change rapidly in unpredictable and significant ways. The student must be able to demonstrate empathy and caring for others and act with integrity in all situations.

Online Examinations: While you may be occasionally asked to go to a local testing site for a proctored, high stakes examination, most of your quizzes and tests will be conducted online. Unless otherwise stated, you may not collaborate with others or use any references during any examination. This means that during an exam you may not:

- Open another browser window or use any other method to look up an answer
- Communicate with anyone via online chat, telephone, email, text message, in-person, or via any other method.
- Use your phone or video camera
- Ask someone to take the exam for you or
- Copy or photograph exam questions for your personal use or to share with others

The student must be respectful in all communications with faculty, staff, peers, and clinical staff. She/he must be open to feedback and demonstrate a willingness to incorporate feedback into her/his academic and clinical work.

A student must be able to communicate and exchange clinical information effectively, accurately, and in a timely manner with faculty, staff, and colleagues. The student must be able to describe the health history, patient problems, and the interventions to address clinical concerns. The student must be able to offer care and communicate effectively in the Adult/Gerontology populations in the primary care setting.

## **Netiquette**

Netiquette is a way of defining professionalism through network communication. Students who violate proper Netiquette are subject to be administratively dropped from the course. Here are some Student Guidelines for the class:

- Do not dominate any discussion.
- Do not use offensive language.
- Never make fun of someone's ability to read or write.
- Use simple English.
- Use correct spelling and grammar.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even a minority opinion.
- Be aware of the University's policies on Academic Conduct, Disruption, and Plagiarism.
- Also, make sure you read the Syllabus for the School of Nursing policy on Social Media and appropriate netiquette on sites such as Facebook, Twitter, Snapchat, Instagram and email.
- Think before you push the "Send" button.

- Do not hesitate to ask for feedback.
- When in doubt, always check with me for clarification.

Students are expected to follow rules of common courtesy in all email and online messages. If faculty deems any messages or communication to be offensive or inappropriate the message may be forwarded to administration. Appropriate action will be taken, up to and including expulsion from the course.

### **Unsafe/Non-Professional Behavior**

The School of Nursing has a responsibility to the public and Kentucky Stakeholders to produce safe, professional, and ethical registered nurses. The School of Nursing cannot tolerate unsafe and/or nonprofessional behavior. Students violating this policy will not be allowed to return to clinical or virtual classroom, and will be required to attend a faculty meeting to discuss program status.

A nursing student demonstrating violent behavior can be dismissed from the School of Nursing with no possibility of readmission and the academic transcript will reflect these actions stating: dismissed from program; not in good standing. This policy is consistent with the School of Nursing' core nursing competence for safe practice.

Violent behavior includes, but is not limited to, horizontal or lateral violence, physical, verbal abuse, and bully in against fellow nursing students, professors, clinical agency staff, and clients. If necessary, legal charges could be made depending on the nature of incident.

**Horizontal (or Lateral) Violence** takes on many different characteristics but include overt and covert nonphysical hostility such as criticism, sabotage, undermining, infighting, scapegoating or finger pointing, and bickering.

**Physical Abuse** defined by one or more episodes of aggressive behavior, usually resulting in physical injury with possible damage to internal organs, sense organs, the central nervous system, or the musculoskeletal system of another person.

**Verbal Abuse** involves the spoke or written word with cruel intentions and can include profanity. This form of abusive behavior can leave a victim feeling emotionally attached with feelings of lowered self-worth, hurt, and depression.

**Bullying** defined by Kentucky Safe Schools as "Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. Bullying is the persistent abuse of an underdog. The bully watches for opportunities to pick on the victim and the victim feels tormented and defenseless."

If faculty deem a student \*unsafe and/or that the student demonstrates \*\*inappropriate behavior either on campus or in the clinical setting, the faculty members will meet with the course team members and determine consequences of the student's behavior. The student may be placed on probation. If the student demonstrates further unsafe practice and or inappropriate behavior, he/she will be dismissed from the program. Faculty reserve the right to determine automatic/immediate dismissal based on competencies of safety and professionalism.

\* Unsafe practice is defined as a threat to self, patients, and/or others.

\*\* Inappropriate behavior is defined as behavior that would be inconsistent with expected behavior of a reasonably prudent nursing student.

### **Use of E-mail and Blackboard**

Students must have Internet access. E-mail and Blackboard are used to obtain assignments, handouts, and to receive communications from faculty. Each student is assigned an e-mail address for the University e-mail system and must use the University e-mail address when contacting the faculty. Use of a private e-mail address is prohibited. Under direction of the Family Educational Rights and Privacy Act (FERPA), faculty will not respond or communicate with students using non-KSU email. Course Blackboard access will be available to students using the KSU email address ONLY. For personal protection, please exercise discretion when using e-mail. Keep in mind that anything written to someone in an e-mail can be viewed or retrieved by anyone. Negative or inappropriate comments in an e-mail will not be tolerated. Unprofessional use of e-mail and/or the Internet could result in dismissal from the nursing program. The student must comply with the policy for computer conduct in accordance with Information Technology.

### **Social Media and Internet Use**

Professional values, ethical standards, and adherence to HIPAA requirements extend to all forms of social media. Violations in relation to these professional standards and behaviors may result in exclusion from the Graduate Nursing Program.

Nursing students are expected to maintain professionalism when using social media and internet environments. Students must use discretion when interacting in these environments to respect fellow nursing students, nursing faculty and staff, healthcare workers, and clients. Consistent with the mandatory regulations of HIPAA and FERPA; nursing students who assume social media tools to apply the same level of caution, common sense, professionalism, and respect for privacy that applies to traditional communications/interactions in the involved environments (healthcare and academic). Students in violation will be placed on academic probation and/or dismissed from the Graduate Nursing Program without the possibility of readmission at the discretion of the nursing faculty.

Nursing students must also keep in mind that online life can affect future employment as a doctoral prepared advanced practice registered nurse. Employers as a part of applicant selection do a web search for any, but not limited to, videos, social media interactions, personal pages, or blogs that one's name is associated with to help determine if one is professionally appropriate to employ.

### **Technology**

The first point of contact for all technical assistance must be made to the IT Help Desk. To contact the IT Help Desk, submit a service request at [www.kysu.edu/helpdesk](http://www.kysu.edu/helpdesk), call the Help Desk at extension 7000 or send an email to [helpdesk@kysu.edu](mailto:helpdesk@kysu.edu).

### **Clinical Policies**

#### **Clinical Practicum and Residency**

Students are required to obtain 1080 clinical hours during the course of the BSN-DNP Program. The student is required to complete 180 hours for each of the four clinical practicum courses in

the clinical setting diagnosing, treating, and managing adult-gerontology primary care patients under the preceptor's guidance.

The practice residency for the Scholarly Project is usually completed in partnership with another entity such as a clinical agency, school, health department, government or voluntary organization. The Scholarly Project should revolve around advanced practice in the nursing specialty, adult-gerontology primary care. The final project is selected and planned by the student and the Scholarly Project Chair. The student is required to complete 180 hours for each of two residency courses under the preceptor's guidance.

Clinical practicum and residency courses are 3 credits hours. The ratio of clinical practicum/residency-clock to classroom hours is 4:1. Therefore, for every hour of class, we calculate 4 hours of practicum or residency. This is based on a 15-week semester. The formula is as follows:

The clinical practicum or residency credit hours are multiplied by 4, and then multiplied by the number of weeks. Using NUR 801 as an example, the formula would work as follows: NUR 801 is a 3-credit hour clinical practicum course. The clinical practicum is 180 hours per semester. Three, [3] clinical practicum hours x 4 x [15] number of weeks.

Scheduling of hours is negotiated by the preceptor and the student and may be fulfilled at times convenient to the preceptor. The final clinical practicum or residency schedule must be entered into Typhon, submitted to Blackboard, and approved by the clinical faculty or the Scholarly Project Chair as appropriate before starting the clinical practicum or residency. Preceptors must be credentialed in Typhon, and students must be credentialed in CastleBranch and Typhon to meet the requirements for beginning clinical practicum and residency activities.

Clinical faculty will be responsible for contacting the preceptor prior to the student starting clinical or within the first few weeks of the semester. Clinical faculty is responsible for monitoring student clinical activities (e.g., schedule, Typhon activities, evaluations, etc.). Clinical faculty will also be responsible for grading clinical coursework including an in person clinical site visit or a virtual clinical site visit to ensure student competency. Proper consent must be obtained for virtual site visits. The Scholarly Project Chair will equate to the clinical faculty for residency courses.

### **ProjectConcert**

Before entering the clinical or residency setting, students and preceptors must be credentialed in ProjectConcert. ProjectConcert credentialing should be completed upon enrollment in clinical and residency courses by the course faculty. All ProjectConcert requirements must be current throughout the duration of enrollment in clinical and residency courses in the BSN-DNP Program.

Course faculty is responsible for ensuring students and preceptors are registered and compliant with ProjectConcert before the initiation of the clinical or residency. Students are responsible for submitting their documentation for credentialing into ProjectConcert and submitting the preceptors' documentation for credentialing to the course faculty for entry into ProjectConcert. Students are responsible for ensuring preceptors submit required midterm and final evaluations in ProjectConcert. Students are responsible for completing the evaluations of preceptors and clinical practicum and residency sites in ProjectConcert. Lastly, students are responsible for entering their clinical practicum or residency schedule in ProjectConcert with the appropriate course information. This schedule must be approved by the course faculty before attending the clinical practicum or residency. If the student and preceptor are not in compliance with ProjectConcert, this can result in failure of the clinical practicum or residency course and the accompanying didactic course.

Current contracts must be on file in ProjectConcert for students to attend a specified site for clinical practicum and residency courses.

### **Learning Resource Center (LRC)**

#### **Purpose /Goal:**

The nursing skills/simulation LRC provides an environment for students to attain advanced practice nursing skills. Students are expected to be oriented to new skills, practice those skills and attain basic level of proficiency in performing those skills. Competency skills are required for the program and are listed in the specified course syllabi. LRC is an extension of student clinical experience and the academic curriculum. Student may be videotaped and/or audio taped for educational purposes to be used by School of Nursing faculty as a debriefing/teaching tool for individuals and groups. The primary goal of the LRC is for the student to become competent, safe, and efficient with entry level advanced practice nursing skills. Use of the LRC is optional for the Adult/Gerontology DNP students.

#### **General LRC Rules:**

Students not adhering to the LRC rules will be asked to leave. No food or drink in LRC

- No children in LRC
- No cell phones
- Keep all lab rooms in order
- Wear Student ID
- Do not remove equipment from the LRC
- Sign log sheet each time using LRC
- Report malfunctioning equipment immediately to LRC personnel
- Seek assistance with use of all mannequins.
- Do not move or remove parts without help from nursing faculty
- Do not use betadine on mannequins.
- Notify LRC personnel as soon as possible for changes in scheduled appointment
- Principles of infection control and safety stressed with all LRC procedures

#### **Student Criminal Background Checks**

Students are required to obtain an online criminal background check from American DataBank. The background check must be completed no later than established date of each year. Students who have been convicted of a misdemeanor or felony should notify the Chair of the School of Nursing or the Kentucky Board of Nursing to obtain information concerning the Kentucky Board of Nursing's Guidelines for Review of Licensure Application **Conviction Record** ([www.kbn.ky.gov](http://www.kbn.ky.gov)).

#### **Pregnancy**

For the student's safety and the safety of the unborn child, please inform the clinical instructor if the student is pregnant or if the student thinks they may be pregnant. The student's pregnancy

may affect the type of clinical experience they may be assigned. This is to ensure safety for the student and their unborn child.

### **Student Drug Screening Requirement (See the policy in Appendix B)**

Students are required to submit to a drug screen as delineated by agency and/or faculty policy. The drug screen must be completed in the prescribed timeframe and by the agency designated by the School of Nursing. Failure to complete the drug test in designated timeframe or failure of the drug test will result in student being dismissed from the program. The School of Nursing reserves the right to require a random drug screen based on “unsafe” criteria.

### **Liability Insurance**

Students are required to purchase nursing liability insurance. The School of Nursing has an agreement with an insurance company that provides the insurance at a reasonable cost. The liability insurance must be purchased at the beginning of each academic year. One cannot attend class or clinical without liability insurance.

### **Immunizations**

Students are required to submit proof of immunization. It is the responsibility of the student to complete all required immunizations and to keep them up to date. One cannot attend class or clinical without all completed immunizations.

### **Cardiopulmonary Resuscitation Certification (CPR/AED)**

Students are required to be certified in adult, child and infant CPR/AED. One must obtain CPR training from an approved American Heart Association curriculum. Before completing a CPR/AED course, make sure that the certification will be in both adult and infant CPR/AED. Training must be renewed every two years and it is the responsibility of the student to keep their CPR/AED certification up to date. One cannot attend class or clinical without completion of CPR/AED training.

### **TB Skin Test**

Students are required to submit current TB skin test (ppd) result. TB skin tests must be renewed each year. One can obtain a TB skin test from the health department, work site, or a physician. It is the responsibility of the student to keep TB skin test results updated. One cannot attend class or clinical without current TB skin test result on file.

### **Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA is a regulation from the federal government that provides greater assurance to patients that their medical records are kept confidential. All health care providers should be aware of the HIPAA regulations and must follow these mandate—including nursing students. See the requirements for HIPAA in CastleBranch.

### **Clinical Dress Policy**

The purpose of the Kentucky State University School of Nursing attire policy is to facilitate safe patient care by students in the practicum setting; to provide identification in the practicum setting; and to support professional learning through following institutionally determined dress codes. The attire is required to be worn during most practicums (on-site and

off-site). Affiliate policy may stipulate additional restrictions which will be conveyed to the student at the beginning of a practicum experience by the course faculty. Nursing attire requirements and other role expectation and conduct standards are outlined in the School of Nursing Student Handbook. This policy is a guide and, as such, is not intended to be exhaustive of the School of Nursing attire expectations.

In addition to the policies and procedures outlined by the School of Nursing, students are required to adhere to all the policies and procedures outlined by the affiliate agencies. Affiliation policy regarding clothing and personal appearance supersedes those established by the School of Nursing. To ensure patient safety and professional learning, a faculty member may, at any time, determine the immediate implementation of a more exacting adjustment to this policy. Exceptions to the policy will be determined on a case-by-case basis and conveyed by faculty according to the on-site or off-site experience objectives.

### **Laboratory Coat**

1. The school designated laboratory coat is a required attire item and must be worn at all times. An exception is made for areas in the clinical setting where a lab coat is prohibited, or employees must wear hospital-issued attire.
2. The use and wear of the laboratory coat with the school approved emblem is restricted to practicum periods as designated by the SON faculty.
3. When the laboratory coat is worn the name badge must be worn.
4. The laboratory coat must be in good repair, clean, neat, wrinkle free, and appropriate size and length.

### **School of Nursing Emblem**

The program emblem shall be sewn to the left sleeve of the laboratory coat ¼” below the sleeve shoulder.

### **Name Badges**

Name badges shall be worn at all times while on duty, except by those who are restricted from wearing the badge while in sterile environments. The school approved name badge should be purchased from Dove Professional Apparel. The name badge must be attached to the professional wear. Name badges will be worn on the upper left portion of the jacket. For infection control and safety reasons, students may not wear their name badge on a lanyard.

### **Personal Appearance and Hygiene**

All students must be clean and maintain appropriate personal hygiene with regard to their body, hair and nails.

1. Because nurses interact closely with others, being without the scent of perfumes, body odor, strong food smells or cigarette smoke is an important consideration. To facilitate client care and avoid allergic reactions in others, students will use only unscented body and hair products are allowed. Perfumes, cologne, and other scented products are prohibited.
2. **Cosmetics**  
Cosmetics, if worn, must be modest and within the limits of good taste.
3. **Hair Coloring and Styling**  
Hair must be a natural color and style. It must be clean, neatly combed/brushed and not

interfere with the ability to provide safe client care in any way. Hair longer than shoulder length must be contained. Hair ornaments and/or fasteners, unless concealed, are not permitted with the uniform. Caps, decorative scarfs or headbands are not permitted.

Braids and dreadlocks are acceptable, provided that they are clean and neat. Hair longer than shoulder length must be contained. Ponytails are not to be worn by students in uniform. Caps, decorative scarfs or headbands are not permitted.

**4. Facial Hair**

Beards, sideburns and mustaches are permitted for male students but must be neatly trimmed.

**5. Fingernails**

Hands and nails must be well-groomed, with nails trimmed not to exceed ¼ inch from the tip of the fingers (tips of nail not visible from palm of hand view). Clear nail polish may be worn. Artificial nails of any kind (e.g., acrylic, gel, etc. are not permitted.

**6. Jewelry**

It is preferred that that no earrings be worn; however, unadorned pierced metal stud earrings are acceptable. Studs may not exceed 1/8" in diameter. Loops or dangling below the auricle jewelry of any type are not permitted.

Non-traditional and facial jewelry (e.g. tongue, eyebrow, lips and nose piercings, gauges, bars, ear-to-ear chains, etc.) may not be worn in the practicum setting.

Infection prevention and safety should be considered when wearing jewelry. Some units do not permit jewelry (e.g., NICU). If worn, jewelry should be conservative in style and free of edges that might scratch a client. Necklaces should be limited to one modest chain and contained within the scrub top. Rings are limited to one per hand; use caution with diamonds. Watches are modest and include a second-hand. Bracelets and decorative wrist bands are not a part of the uniform.

**7. Tattoos**

Visible body art must be covered by modest flesh-colored make-up or with clothing or flesh-colored self-adhesive dressings provided by the student.

**Exposure to Blood Borne Pathogens/Emergency Care**

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material resulting from performance of the student's duties. If a student is involved in an exposure event, the following procedure should occur at the student's expense:

**ON CAMPUS:**

1. Documentation of the exposure incident, which shall become part of the student's medical record, including the:
  - a. Route of exposure;
  - b. Circumstances surrounding the incident; and
  - c. HBV and HIV status of the source person, if known.
2. Confidential medical evaluation and follow-up of the incident should include:
  - a. Private and confidential counseling through HealthWorks, or
  - b. healthcare provider of personal choice.
  - c. Immunoassay to exposed person (immunoassay means an approved serological

- test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection). This will be arranged by the Health Works provider, or healthcare provider of personal choice.
- d. Follow-up immunoassay at six weeks, twelve weeks, and six months post exposure.
  - e. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
  - f. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

Baptist Health Medical Group - Frankfort East Office  
#4 HMB Circle, Frankfort, KY 40601  
Phone #502-695-9990, Fax #502-695-9627,  
Contact: Myra Pieratt, NP

### **IN A CLINICAL FACILITY:**

The student will follow the Blood Borne Pathogen Exposure policy of the institution where the exposure occurred. The student is responsible for any expense incurred from the exposure. (Most agencies require student to follow their educational institution's policies.)

### **Emergency Care During Class or Clinical Time**

The student will follow the policy of the University for any situation considered to be an emergency. This policy can be found on website: [www.kysu.edu](http://www.kysu.edu). (emergency procedures). Should emergency care be needed during online class or clinical time, the student is responsible for any expense incurred.

### **Transportation**

All students are responsible for arranging their own transportation to clinical facilities. Inability to obtain transportation to a clinical facility is not a legitimate excuse for a clinical absence.

### **General Policies**

#### **Responsibilities as a Nursing Student**

Success in this graduate nursing program depends largely on the individual and the priority placed on advanced nursing education. The nursing faculty has a responsibility to teach the student, but the student must put forth the effort to learn the material.

#### **Working students**

It is understood that many students have to work while attending school. However, nursing students are encouraged to work as little as possible while taking advantage of student loans, grants, scholarships, and other forms of financial aid.

Nursing students should keep in mind that the Graduate Nursing Program cannot change its requirements for students who work. Students should think carefully about their financial and life responsibilities before beginning a nursing program. It is the student's responsibility to solve the problems associated with working and attending school.

### **Photocopying and Recording Lectures**

The School of Nursing does not make copies for students. A copier is available for student use in the Blazer Library. Keep in mind that permission may be required to copy some documents. Many students find that recording lectures is helpful to them. However, the student must have the faculty's permission to record lectures. Recording lectures should not cause any unnecessary disruption in the classroom.

## **APPENDIX A**

### **Kentucky State University School of Nursing Grade Appeal Procedure**

#### **Conflict Resolution for Student Academic Grievance**

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules, and regulations that affect their progression within the enrolled program of study. The formal expression of a complaint is a grievance. The School of Nursing defines a grievance as a formal allegation against a party or program expressed in a written, signed statement. The student has the right to express grievances without prejudice, penalty, or recrimination.

Students must consult and comply with the academic grade appeal policy located in the KSU Course Catalog. A copy of the Final Course Grade Appeal Form utilized in the appeal process is below.

Office of the Registrar Academic

Complaint Form

**Final Course Grade Appeal**

**Instructions:** The University's Course Grade appeal process is set forth in the University Catalogue.<sup>1</sup> When appealing a final course grade, a student must first submit a letter of appeal to the course instructor of record. After considering the student's appeal, the course instructor shall issue a decision in writing. If the student is not satisfied with the instructor's decision and wishes to continue the grade appeal process, the student must complete this form and return the form to the Office of the Provost for further processing.

Name: \_\_\_\_\_ KSU ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Information** \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Semester: \_\_\_\_\_ Grade: \_\_\_\_\_ Instructor: \_\_\_\_\_

Department: \_\_\_\_\_

**Basis for Appeal:** Pursuant to University policy, only the following are permissible bases of a grade appeal:

- ☐ **Arbitrariness:** The final course grade awarded represents such a substantial departure from the standards established in the course syllabus or the documented record of the student's performance in the course as to demonstrate that the instructor did not actually exercise professional judgment in assigning a final course grade, or was based on standards different from those which were applied to other students in that course.
- ☐ **Prejudice:** The final course grade awarded was motivated by ill will and is not indicative of the student's academic performance in the course.
- ☐ **Error:** The instructor made a mistake in fact (e.g., a calculation error or omission) or failed to give students enrolled in the course adequate notice of grading policies.

**Reason(s) for Appeal:** Explain why you believe the grade issued in the above named course was issued in the manner you selected as the basis for your appeal.

---

<sup>1</sup> Students should consult the policies of their school or college for additional or alternate requirements.

**For Office Use Only** ☐ Approved ☐ Denied

**Informal Grade Appeal Conference**

Students are encouraged to seek informal resolutions of grade appeals through conversations with the instructor. If an informal conference occurred, provide a brief summary of the results of these meetings.

**Remedy Requested**

State the remedy you are seeking.

**For Office Use Only** ☐ Approved ☐ Denied

**Documentation/Evidence**

The burden is on the student to demonstrate that a final course grade was assigned in an arbitrary, prejudicial, or erroneous manner. Please attach any evidence, including documents or statements, you believe supports your request for a grade change. Please provide any additional information not requested in this form that you believe is relevant to your appeal.

Received by Office of Academic Affairs

Title: \_\_\_\_\_

Signature \_\_\_\_\_

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

**For Office Use Only** ☐ Approved ☐ Denied

## **Appendix B**

### **Kentucky State University Student Regulations and Rules of Conduct**

It is a basic and fundamental responsibility of a university to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Kentucky State University. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

The following is a statement of the regulations and responsibilities of students, both as individuals and as groups, at Kentucky State University. Additional rules or regulations may be initiated under established procedures during the year.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the university premises or to university-sponsored events except as authorized by the proper officials of the University.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally-approved events off campus is prohibited.
3. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, student body, or any official visitor to the University.
4. The taking, damaging, or malicious destruction of property belonging to the university, to the visitors to the university, or to any member of the university community is prohibited.
5. No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the University. This policy shall not be construed as the denial of any student's right to peaceful assembly.
6. Gambling on the campus premises is prohibited.
7. No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified administrator or staff person while that person is in the performance of his or her duties.
8. Unauthorized entry into occupation of university facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper university authorities, is prohibited.
9. Falsification, alteration, fabrication, or misuse of university forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official university purposes.
10. The operation on campus of student organizations not properly registered with and recognized by the Student Life Office is prohibited.
11. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with university rules and regulations is prohibited.
12. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment.
13. Hazing is not permitted. Hazing violations include, but are not limited to, abusive initiation requirements for entrance into a club or organization.
14. Unauthorized use of university property or services is prohibited.

**Additional Conduct Regulations**

Appearance and/or dress that are extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.

Telephone and mail service are not available on campus for students. Students should be called through the university switchboard only in cases of emergency, which involve the illness or death of a family member. Students should not give the University as their address since there is no mail service for students.

The use of tobacco products is prohibited in all buildings of Kentucky State University.

## **Appendix C**

### **SCHOOL OF NURSING GRADUATE NURSING PROGRAM KENTUCKY STATE UNIVERSITY DRUG POLICY AND PROCEDURE STATEMENT**

The mission of the School of Nursing is to provide educational programs to a diverse student body, to participate in research and scholarly activities, and to provide service to the University, the profession and the public. The School accomplishes this by providing a caring, engaging environment for the empowerment of student learning potential, the professional development of faculty, and the promotion of the nursing profession.

Therefore, in order to uphold the highest standards of the nursing profession, the School of Nursing has adopted a drug-free environment. As a condition of admission to the professional component of the School of Nursing, each student will be required to submit to a drug test, and to submit, as requested, to additional tests once enrolled in the professional component. The Kentucky State University Statement of Policy regarding drug use is the foundation for this policy statement. However, the School of Nursing Drug Policy and Procedure Statement is particular to this School

#### **Upon Admission to the Doctorate of Nursing Program:**

Nursing students pay the same general fees and tuition as do other students at the University. However, students in the Nursing program may incur additional expenses for uniforms, lab jackets, name badge, nursing emblem, liability insurance, stethoscope, bandage scissors, wristwatch with second hand, laboratory, travel fees, multiple criminal background checks and drug screen if indicated, and the formative/summative testing program.

#### **Procedure for Drug Testing:**

Students will be required to follow the procedures established by the School and should not obtain a drug test prior to being notified. All costs associated with testing are the responsibility of the student. Tests will be conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student as well as the integrity of the urine sample will be protected.

The procedure for collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. The urine sample will be screened for drugs. Presumed positives will be confined by a second test from the original urine sample.

If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse. The testing laboratory will notify the Chair of the School of Nursing with test results. The School of Nursing will ensure confidentiality of results by making the information available only to the student and appropriate School of Nursing Administration.

**Drug Testing after Admission:**

Drug testing for any student in the graduate program can be requested by the School of Nursing. The cost of this drug testing will be borne by the School of Nursing. The procedure for testing as described in the above section, Drug Testing Procedure, will be followed. Refusal by a student to submit to testing will result in that student's dismissal from the professional component of the School of Nursing. A student with a positive result from a drug test will be dismissed from the professional component, and referred for counseling at the Kentucky State University Student Health Program.

Any student, who voluntarily reports that they have a chemical dependency problem, will be counseled by the Chair's office at the School of Nursing. Conditions, if any, for continued participation in the program will be at the discretion of the Chair. The student will submit to drug tests as requested by the School of Nursing and will be dismissed if a positive drug test is obtained.

**Admission/Readmission after a Positive Drug Test:** A student whose admission is withdrawn or who is dismissed from the professional component of the School of Nursing due to a positive drug test will be considered for readmission if the following conditions are met:

- A. Submit to an evaluation for substance abuse by a School of Nursing approved evaluation and/or treatment agency and complete the prescribed treatment program (KYSU students should call the Chair's Office (502-597-6964).
- B. Submission to a drug test prior to admission/readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for admission/readmission.
- C. Submission to random drug tests as requested by the School of Nursing after admittance to the professional component. A positive drug test will result in permanent dismissal from the School of Nursing.

**Drug Testing Waiver Agreement**

I understand that as a requirement for admission to the Kentucky State University School of Nursing, I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Chair of the School of Nursing. I understand that if the test result is positive, I will be denied admission to the School of Nursing Professional Component.

I further understand that I will be subject to drug tests while enrolled in the School of Nursing.



KENTUCKY STATE UNIVERSITY

SCHOOL OF NURSING

400 EAST MAIN STREET  
FRANKFORT, KENTUCKY 40601

BETTY WHITE HEALTH CENTER

BY SIGNING THE DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE SCHOOL OF NURSING DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR ADMISSION AND FOR PROGRESSION IN THE SCHOOL OF NURSING. THIS NOTARIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A SCHOOL OF NURSING DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TEST TO THE CHAIR OF THE SCHOOL OF NURSING OF NURSING.

In Witness, Whereof, this instrument is executed this the day of \_\_\_\_\_, 20\_\_\_\_.

WITNESSES:

Witness #1 Signature Student's Signature

\_\_\_\_\_

Witness #2 Signature Student's Printed Name

\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this day of \_\_\_\_\_, 20\_\_\_\_, before me appeared

\_\_\_\_\_to be known to be the person described in and who executed the

foregoing instrument, and acknowledged that

\_\_\_\_\_execute the same as free act and deed. Given under my hand

and seal on the day and year above written.

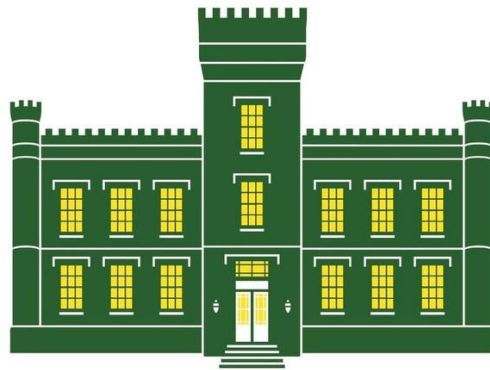
SEAL

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

# **Preceptor Orientation Manual**

Adult-Gerontology Primary Care  
DNP Program  
School of Nursing



**KENTUCKY STATE  
UNIVERSITY**

Inspiring Innovation.  
Growing Leaders.  
Advancing Kentucky.



# Welcome Preceptors

The faculty, staff and administration of Kentucky State University School of Nursing welcome you as a preceptor for the Adult-Gerontology Primary Care Doctor of Nursing Practice (DNP) Program. This Preceptor Orientation Manual serves as an informative tool for the preceptorship experience. The policies and procedures outlined herein do not override information published in the University Graduate Catalog. Thank you for your service in the preceptorship. Your contribution as a mentor is a vital link to the success of our graduates. You will complete your orientation as a preceptor to the DNP students through review of this orientation manual. Course faculty may assist with mentoring preceptors and will monitor preceptors as needed. Preceptors will be evaluated at the end of each clinical or residency preceptorship. Please contact **Dr. Faith Ighile at (404)790-5794 or [Faith.Ighile@kysu.edu](mailto:Faith.Ighile@kysu.edu)** with any questions or concerns that you may have.

## **National Organization of Nurse Practitioner Faculties (NONPF)**

**Preamble:** There are entry-level competencies for the adult-gerontology primary care nurse practitioner (AG PCNP) which build on the core competencies for all nurse practitioners (NPs). The AG PCNP Competencies are specific to the adult-gerontology population which includes **adolescents and young adults at one end of the spectrum and frail, older adults at the other**. The student is prepared to provide primary care services to the entire adult-gerontology age spectrum across the continuum of care from wellness to illness, including preventive, chronic, and acute care. The main emphasis of primary care NP educational preparation is on comprehensive, chronic, continuous care characterized by a long-term relationship between the patient and AG PCNP. The AG PCNP provides care for most health needs and coordinates additional health care services that would be beyond the AG PCNP's area of expertise. The scope of practice of the AG PCNP is not setting specific but rather is based on patient care needs.

## **The Essentials of Doctoral Education for Advanced Nursing Practice**

These Essentials define the curricular elements that must be present in Doctor of Nursing Practice (DNP) programs. Required by the Commission on Collegiate Nursing Education for schools seeking accreditation for DNP programs, these Essentials outline the foundational competencies that are core to all advanced nursing practice roles, including the four nationally-recognized Advanced Practice Registered Nursing roles: nurse practitioners, clinical nurse specialists, nurse anesthetists, and nurse midwives.

- 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. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Nursing Practice

**School of Nursing  
Betty White Health Center  
400 East Main Street  
Frankfort, KY 40601  
Phone: (502) 597-5957  
Fax: (502) 597-5818**

## **Mission, Vision, Values, and Philosophy of Kentucky State University**

### **Kentucky State University**

<https://kysu.edu/about-ksu/mission-vision-core-values/>

#### **Mission Statement**

Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

#### **Vision Statement**

Kentucky State University prepares today's students as global citizens, lifelong learners and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It must recognize its strengths, expand and excel. Notwithstanding, it must also welcome change and quality improvement. By doing so, KSU will gain widespread recognition as one of the region's strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- Students are first.
- Diversity is valued, understood and respected.
- Diverse, motivated and talented students, staff and faculty are actively recruited and retained.
- An intellectual environment conducive to leadership in teaching, research and community service is encouraged and supported.
- Effective teaching is promoted both inside and outside the classroom.
- Students are taught how to obtain, evaluate and use information.
- Learning is lifelong.
- Effective and efficient fiscal management by the administration is the norm.
- Collegiality is the norm, not the exception.
- Each person is a change agent.
- Excellence starts with me.

#### **Core Values**

Through the core values, we- the faculty, staff, administration and students of Kentucky State University – communicate to all our stakeholders and constituents the way in which we choose to do business. The following values that we hold are essential to achieving the University's mission:

**Student Centered Philosophy**

In everything we do, our students come first. We strive to create an environment that values the unique backgrounds, perspectives and talents of all our students and provide them with the academic, leadership and social tools to help them grow as responsible, knowledgeable and creative global citizens. We encourage attitudes and behaviors that lead to a desire to learn, a commitment to goals and respect for the dignity of others. Ultimately, we encourage attitudes and behaviors that build success.

**Excellence and Innovation**

We believe in student's potential to learn and to connect what they learn inside and outside the classroom to solving problems for productive changes. We strive to offer excellent academic programs; to encourage exploration and discovery through providing outstanding instruction, technology and facilities; and to ignite a curiosity toward the world and a passion for lifelong learning. We seek to reward the pursuit and achievement of excellence and innovation in an environment where freedom of thought and expression are valued. We want all members of our campus community to leave a mark through their creativity, curiosity, discovery, exploration and ingenuity.

**Ethical Conduct**

We encourage the sharing of information in an open and responsible manner while maintaining the highest ethical and moral standards. The standards are reflected in our commitment to accountability and to personal responsibility for our choices and actions. We encourage respect for the dignity, diversity and right of individuals. We welcome all students who commit themselves to learning, knowing that students and faculty with diverse perspective enhance our classroom experience.

**Social Responsibility**

We share responsibility for each other and are committed to providing opportunities for the participation in the economic, political and cultural life of our local, state, regional, national and global communities. We are sensitive to our surrounding community; therefore, we recognize the value of integrating classroom learning with the community experience. Our commitment is to provide leadership and to establish partnerships for addressing community and workforce needs and to make a positive difference in the city of Frankfort, the Commonwealth of Kentucky and the world.

**School of Nursing Mission, Vision, and Philosophy**

<https://www.kysu.edu/academics/college-ac/school-of-nursing/>

**Mission**

The mission of the School of Nursing is to promote the health and well-being of all people through committed excellence to high-quality nursing education in the preparation of diverse, well-rounded, clinically competent, responsible and caring nurses — who will become — integral members of the nursing profession, active contributors to the global health agenda and improvement of the human condition, effective managers and leaders for healthcare, and consumers of nursing research.

**Vision**

Lead advancements in healthcare and nursing that transform the health sciences landscape within Kentucky, the nation and the world through our innovative contributions to and sustained engagement in nursing education, practice, scholarship, and service.

**Core Values**

Caring, Integrity, Human Dignity, Autonomy, [acceptance] Diversity and Inclusion, Excellence, Altruism, Communication and Collaboration, [responsibility] Life-Long Learning, Student-Centered Learning – are critical to fostering a culture of excellence in nursing.

**Philosophy**

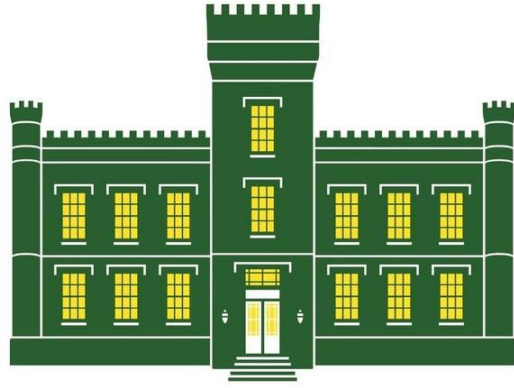
Every human being is a diverse, unique, dynamic, sentient, autonomous, multidimensional, and adaptive system with universal and distinctive needs, the capacity to adapt and self-care, and who requires nursing services.

Health is a dynamic and relative continuum of experiences impacting one's sense of well-being. Health is focused on all aspects of the multidimensional human across the life span. Advancing the practice and science of nursing positively influences the health of individuals, families, groups, communities, and populations within the commonwealth, the nation and the world.

The environment is the setting or context of everyday life. Dimensions of the environment include but are not limited to: relationships, beliefs, customs, political, economic, psychological and developmental aspects of ones' world, they may be manipulated by the nurse to enhance health.

Nursing is the informed and holistic caring of human beings through the creative use of knowledge and therapeutic intervention activities that enable the attainment of optimal levels of well-being in diverse nursing settings and contexts.

Nursing education is a dynamic, student-centered process that when successfully implemented provides a nurturing environment that fosters cognitive, psychomotor and affective development; a deference for professional collegiality and life-long learning; and an understanding of the intractable importance that the nursing profession holds within our society.



**KENTUCKY STATE  
UNIVERSITY**

# Clinical Practicum Guidelines



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum Preceptor**

**Date:** \_\_\_\_\_ **Preceptor:** \_\_\_\_\_  
**Facility:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_

**Dear** \_\_\_\_\_,

Thank you for agreeing to be a clinical preceptor for our Doctorate in Nursing Practice student in the BSN-DNP Program at the Kentucky State University. This student is enrolled in the clinical course NUR \_\_\_\_\_, (**NUR 706 Advanced Physical Assessment; NUR 801 (I), NUR 805 (II), NUR 808 (III) Advanced Adult/Gerontology Primary Care Nursing Practicum; NUR 901 Advanced Practice Leadership and Management Practicum**). These courses offer the student the opportunity to develop skills related to assessment, diagnosis, and treatment of the adult-gerontology patient. The student, upon completion of these courses, should be able to develop a differential diagnosis, actual diagnosis, and treatment plan for adult-gerontology patients in the clinical setting with the preceptor's guidance.

Enclosed you will find a copy of the course description and specific course objectives and we hope the information will be of benefit to you. Students are required to obtain 1080 clinical hours during the course of the program. The student is required to complete \_\_\_\_\_ hours for NUR \_\_\_\_\_ in the clinical setting diagnosing, treating, and managing adult-gerontology patients under the preceptor's guidance this semester. Scheduling of hours is negotiated by the preceptor and the student and may be fulfilled at times convenient to the preceptor.

Dr. Faith Ighile is the Director of Graduate Nursing Programs and may be reached by e-mail [Faith.Ighile@kysu.edu](mailto:Faith.Ighile@kysu.edu) or phone (404)790-5794. Please feel free to call any time if you have concerns or issues related to the program requirements or wish to discuss the student's progress. The student has been assigned to clinical faculty \_\_\_\_\_, who will contact you prior to the student starting clinical, or within the first few weeks of the semester.

Please provide both a contact phone number and an e-mail address to the student who will submit this to their clinical faculty. At the beginning of the semester, you will be sent an e-mail link to complete the student's evaluation at mid-term and final.

Thank you,

Dr Faith Ighile DNP, APRN, FNP-C  
Director for Graduate Nursing Program. Kentucky State University,  
School of Nursing Frankfort, Kentucky

**\*The student is responsible for finding clinical placement for the clinical practicum.  
Faculty must approve the clinical site.**

#### Liability Insurance

Kentucky State University School of Nursing students are insured through the Kentucky State University Professional Liability Trust Fund. Their current coverage is \$1 million per occurrence and \$3 million annual aggregate. The policy year for the Kentucky State University Professional Liability Trust Fund begins October 1 through September 30 of each year. This insurance coverage is in effect as long as the nursing student's function within the line and scope of their education.

#### Health Insurance

Students enrolled in the Kentucky State University School of Nursing are required to show verification of individual health insurance. Students are responsible for all personal health care expenses including expenses resulting from injury or accident while the student is engaged in learning experiences.

#### Immunizations

Students enrolled in the Kentucky State University School of Nursing are required to have the following immunizations and yearly tuberculosis screenings and influenza vaccinations.

- Adult **TD** Immunizations is **required** with a booster every 10 years.
- **Rubella** Immunization or titer demonstrating immunity is **required**.
- **Measles** Immunization with 2 doses of vaccine is **required** if born after 1956.
- **Mumps** Immunization is **required** if born after 1956.
- **Chickenpox** Immunization is **required** if the primary series not received as a child.
- **Polio** Immunization is **required** if the primary series not received as a child.
- **Hepatitis B Immunization** is **required** if the primary series not received as a child.
- **Influenza** Immunization is **recommended**.

#### Licensure and Certification

All licenses and certifications such as CPR must be current for the semester.

#### **Scheduling of Clinical Hours**

Clinical practicum hours are to be scheduled at the convenience and availability of the preceptor. Students are not to ask preceptors to conform to a schedule that meets their personal and employment needs. The student's personal and work schedule are expected to accommodate participation in the required number of clinical hours prescribed by the clinical course. Students and preceptors need to agree on the days and times that the student will be in the clinical agency prior to beginning the practicum experience. When determining the hours, it is wise to schedule several "contingency" days. These are days that can be used as "make-up" time in the event that the preceptor or student is unavailable (i.e., ill, the clinic is closed, or weather events make travel hazardous). The final clinical schedule must be entered into Typhon, submitted to Blackboard, and approved by faculty before starting clinical.

### **Attendance**

The student must log clinical hours and cases in Typhon daily. The preceptor is responsible for verifying attendance (clinical hours) in Typhon. If the student does not complete the required number of clinical hours for the semester, he/she cannot expect the preceptor to continue the preceptor/student relationship. Exceptions related to the unexpected illness of the student/family and/or preceptor should be discussed with course faculty and the parties involved.

When the student cannot attend clinical on a day that is scheduled, the preceptor and clinical course faculty must be notified immediately. The student should obtain a telephone number and e-mail to discuss the procedure of notifying the preceptor and faculty for unexpected absences. Failure to notify the preceptor as negotiated, prior to the beginning of the scheduled clinical day is unacceptable and may place the student and clinical placement in jeopardy. The student should present the faculty and preceptor with a plan to complete the lost clinical time.

### **Attire and Behavior**

Students are representatives of Kentucky State University School of Nursing and must present themselves as ambassadors to their programs. Students are expected to be respectful to preceptors, faculty, staff, patients, and their families. Reports of unprofessional behavior will result in the student being counseled by clinical course faculty. Interactions with clients, staff, other health providers, and students are learning opportunities for the student to role model clinical expertise. Students are highly encouraged to observe their preceptor's interactions with support staff and others as it relates to advanced practices.

### **Evaluations & Clinical Objectives**

The student should reflect and develop individual learning objectives that will meet and facilitate his/her learning needs and previous clinical nursing experience (e.g., assessment, skills acquisition-clinical use of the microscope, or suturing, etc.) that are not explicit in the course or clinical objectives. Guidelines for developing clinical objectives include:

1. The student will write specific clinical objectives according to individual learning needs. These objectives should be discussed with the preceptor each week. The objectives should also be submitted to the clinical faculty when evaluations are submitted.
2. Examples of clinical objectives include DNP skills, diagnostic reasoning, diagnostic labeling, interventions, evaluation methods, program development, record audits, and coding.
3. Clinical objectives must be measurable and evaluated at the end of the clinical day. Written objectives do not provide learning feedback unless the evaluation occurs. If the objective is not completed, it may be used in the subsequent clinical day until it is met.
4. Clinical objectives should reflect the level of competency the student would like to achieve at the end of the practicum. At least one clinical objective is expected to be documented weekly in the specified clinical course.

### **Preparation for Clinical Practicum**

The clinical practicum extends the learning environment of the classroom to integrate theoretical concepts with clinical practice. Students should prepare for the clinical practicum by developing individual learning objectives as previously discussed. Students should prepare

for clinical by reading course texts and professional journals and using other audiovisual and electronic learning aids as necessary.

The preceptor may recommend additional materials and topics for review prior to the first clinical day. The students should review the common clinical problems relevant to the clinical site's population. Follow-up reading of current reference material following the clinical day provides the student with the opportunity to increase the breadth of scientific and clinical knowledge from that gained in the clinical arena.

### **Guidelines for Clinical Preparation for Clinical Courses**

1. Students are expected to have full knowledge of entrance requirements for clinical, including credentials, dress, location, timing, security clearances, etc., before scheduling the first clinical day at the agency.
2. Students are responsible for their own health record and other requirements, such as current CPR certification and immunizations, in order to fulfill the clinical requirement. In accordance with school and agency policy, students without appropriate clearance will not be allowed to enter the clinical setting.
3. Whenever possible, discussion with other students who have the same or similar placements may be beneficial.
4. On the first clinical day, discuss questions about computer access, the procedure for preceptor co-signing documents, eating and parking arrangements, and communication with other disciplines.
5. Learn something about the preceptor, when possible, in order to acknowledge the preceptor's background and broaden the student's educational experience.

### **Documentation of the Clinical Encounter**

Each clinical encounter performed by the student must be documented in the client's record. Documentation should be consistent with current billing and coding guidelines and adhere to the current national and facility standards of care. Students need to record all client visits in the electronic case log in Typhon. This log is used to document the breadth and depth of the student's clinical experiences. The clinical course and program faculty also use the log as a tool to assess and evaluate the appropriateness of clinical placement and the increasing independence of the student's clinical skills. The summative data from the log will be used in the student's portfolio that is developed in the final semester of coursework. The summary statistics should be used by the student, preceptor, and course faculty to guide future objectives and learning experiences. Required SOAP notes will be documented in Typhon as well.

### **Course Descriptions/Course Objectives:**

Please see the attached Course Syllabus for specific course descriptions and course objectives.

\*The student should provide you with at least **three** personal objectives this **semester**.

### **Expectations for the Preceptor:**

1. Provide the student with copies of license, certification, current CV/resume and exchange liability insurance coverage documentation of the facility or practice.
2. Guide and supervise the primary care adult/gerontology DNP student to develop skills in assessment. The student should begin to understand treatment plan evaluation,

prescribing medications, and management of a variety of adult/gerontology illnesses which will be a greater focus as the student progresses through the program. The preceptor must be present at the site for all clinical experiences. The student will provide their faculty with a schedule of clinical dates that they will negotiate with the preceptor.

3. Initially, the student will shadow the preceptor during patient contact. The preceptor can facilitate the student's growth through the arrangement of opportunities to practice culturally competent adult/gerontology assessment skills. As the student's skills improve the preceptor may assign the student increasingly complex assignments.
4. Communicate with faculty throughout the semester concerning the student's progress toward goal attainment.
5. Verify accuracy of the student's clinical schedule/attendance log in Typhon.
6. Meet with the student at the completion of clinical practicum to review and complete the preceptor evaluation of student achievement (Advanced Adult/Gerontology Primary Care Nursing I, II, III Practicum Clinical Competency Evaluation as appropriate for midterm and final).
7. Complete the Preceptor Acknowledgement Form.
8. Complete the Preceptor Evaluation of the DNP Preceptorship Experience.

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**Faculty Printed Name**

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**Faculty Signature****Date**

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**Student Full Printed Name**

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**Student Signature****Date**

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**Preceptor Printed Name**

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**Preceptor Signature****Date**

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**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum Preceptor**  
LETTER OF NOTIFICATION AND APPRECIATION

The purpose of this letter is to thank \_\_\_\_\_ for providing learning  
(Agency)

opportunities for \_\_\_\_\_ who is enrolled in \_\_\_\_\_ at  
(Student) (Course No. and Name)

Kentucky State University. The learning experience will begin on \_\_\_\_\_ and  
(Beginning Date)

end \_\_\_\_\_  
(Ending Date)

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

\_\_\_\_\_  
Student Name – Typed

\_\_\_\_\_  
KSU Representative Date

\_\_\_\_\_  
KSU Representative – Typed

\_\_\_\_\_  
Preceptor Date

\_\_\_\_\_  
Preceptor Name – Typed

\_\_\_\_\_  
Appropriate Agency Official Date

\_\_\_\_\_  
Appropriate Agency Official – Typed

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Request to Establish an Affiliation Agreement**

To initiate the affiliation agreement process, complete and submit this form to the Director of Graduate Nursing Programs.

1. Student Name: \_\_\_\_\_
  2. Student Mailing Address: \_\_\_\_\_
  3. Agency Name: \_\_\_\_\_
  4. Agency Contact Person: \_\_\_\_\_
  5. Type of Agency (clinical, hospital, etc.): \_\_\_\_\_
  6. Email Address: \_\_\_\_\_
  7. Agency Address: \_\_\_\_\_
  8. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
  9. Phone Number: \_\_\_\_\_
  10. Preceptor Name: \_\_\_\_\_
  11. Preceptor Credentials: \_\_\_\_\_
  12. Specialty Area: \_\_\_\_\_
-



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Practicum Sites Preceptors**

**Facility Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

Type of site (rural clinic, private practice, health department, hospital clinic, educational institution)	Characteristics of Patient/Care/Learners (gender, age, ethnicity)	Experience Available

Name and credentials of Preceptor	Practice Specialty	Certification (Certifying agency and expiration date)	Years of Practice in Specialty Area	Previously Preceptor for NP/DNP Students (Y/N)	State Licensure Number and Expiration Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum and Residency Preceptor**

AN AGREEMENT BETWEEN  
KENTUCKY STATE UNIVERSITY SCHOOL OF NURSING AND

\_\_\_\_\_  
(Name of Agency)

City \_\_\_\_\_ State \_\_\_\_\_

The purpose of this agreement is to provide a working relationship between Kentucky State University

School of Nursing and \_\_\_\_\_ in providing learning  
(Agency)

opportunities for \_\_\_\_\_ who is enrolled in \_\_\_\_\_ for  
(Student) (Course No. and Name)

\_\_\_\_\_. This agreement between Kentucky State University School of Nursing and Health  
(Semester)

Sciences and \_\_\_\_\_ will be effective from \_\_\_\_\_ through  
(Agency) (Beginning Date)

\_\_\_\_\_.  
(Ending Date)

**Both parties agree:**

Professional liability insurance coverage will be maintained by each party to this agreement in amounts deemed adequate by both parties with costs of the coverage borne by Kentucky State University for the students and by the agency for themselves. As evidence of such coverages, each will furnish to the other a certificate of such insurance prior to the commencement of this agreement and annually thereafter. Failure of either party to obtain and maintain such coverage shall be grounds for immediate termination of this agreement.

**Kentucky State University School of Nursing agrees:**

1. That faculty from Kentucky State University School of Nursing will provide indirect supervision for nursing students engaged in a mutually agreeable practicum experience with a preceptor at the agency.
2. That faculty of the School of Nursing will initiate and/or participate in conferences as mutually agreed upon with a designee of the agency for the purpose of discussing objectives of the learning experiences and student performance in caring for patients.
3. That the nursing faculty and students will work in accordance with the agency procedures and policies in making plans for the practicum experience.
4. That during the term of this Agreement, the School of Nursing shall endeavor to maintain approval and accreditation standards accepted and required by the State Board of Nursing and national and regional accrediting bodies.
5. That to the best of the School of Nursing and Health Science's knowledge all nursing students have met health and immunization requirements as outlined in Kentucky State University School of Nursing Health Policy prior to clinical experiences.

Preceptor Initials: \_\_\_\_\_

**The Agency agrees:**

1. To make available to the nursing faculty and the student of Kentucky State University School of Nursing a mutually agreeable preceptor and the clinical facilities of the agency.
2. To inform the faculty of changes in policies and procedures as they pertain to and affect the students and faculty of Kentucky State University School of Nursing participating in preceptorships at the agency.
3. That the agency is responsible for all care and supervision of the services rendered to its patients.
4. To provide emergency medical care to Kentucky State University School of Nursing students and faculty in the event of an accident or illness that occurs while the student or faculty are at the agency. The cost of such care shall be borne by the individual receiving the care, except to the extent the agency is deemed negligent or willful.
5. That during the term of this Agreement, the agency shall endeavor to maintain J.C.A.H.O. or other accreditation/approval appropriate to the facility.

**Kentucky State University School of Nursing students shall:**

1. Abide by existing policies, rules, and regulations of the agency and Kentucky State University School of Nursing.
2. Assume responsibility for personal illness occurring during clinical hours.
3. Wear college name tags at all times during their clinical rotation at the agency and wear uniforms or other attire acceptable to Kentucky State University School of Nursing and the agency during clinical hours.
4. Respect the confidential nature of all information, which may come to them with regard to patients and patient records.

**Signatures**

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

\_\_\_\_\_  
Student Name – Typed

\_\_\_\_\_  
KSU Representative                      Date

\_\_\_\_\_  
KSU Representative – Typed

\_\_\_\_\_  
Preceptor                                      Date

\_\_\_\_\_  
Preceptor Name – Typed

\_\_\_\_\_  
Appropriate Agency Official                      Date

\_\_\_\_\_  
Appropriate Agency Official – Typed

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

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Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



**Graduate Nursing Program  
Adult-Gerontology DNP Program  
SOAP Note Rubric**

**Student:**

**Date:**

	Possible Points	Actual Points	Comments
<b>Identifying Information</b> <ul style="list-style-type: none"><li>• Initials</li><li>• Date of Birth</li><li>• Age</li><li>• Race</li><li>• Sex</li><li>• Historian</li></ul>	<b>2</b>		
<b>History</b>			
Chief Complaint  HPI (History of Present Illness) OLDCARTS <ul style="list-style-type: none"><li>• O- Onset</li><li>• L- Location</li><li>• D- Duration</li><li>• C- Character</li><li>• Aggravating/associated/modifying factors</li><li>• R- Relieving factors</li><li>• T- Temporal factors</li><li>• S- Severity</li><li>• Quality, timing, &amp; context</li></ul>	<b>5</b>		
Allergies Meds, Food, Latex, Environmental	<b>1</b>		
Medications (Duration, frequency, reason) Prescription, OTC, Supplements/Herbals, Cannabis	<b>2</b>		
Biographic: Past History -Medical -Surgical	<b>1</b>		
Family History Complete FH for comprehensive examinations Relevant medical history of relatives addressed	<b>1</b>		
Social History <ol style="list-style-type: none"><li>1. Tobacco-type, quantity, duration</li><li>2. Alcohol use—CAGE, AUDIT-C when appropriate</li><li>3. Illicit substances</li><li>4. Social support system-family, friends, partners, relationships, deployment</li><li>5. Recent Travel</li><li>6. Sleep Pattern</li></ol>	<b>2</b>		

7. Spirituality 8. Physical Activity –type, frequency 9. Occupational History—exposures, current work status/responsibilities/deployment 10. Nutrition-eating history/disorders 11. Other as appropriate (finances, living situation, caffeine, safety, etc.)			
Health Promotion/Immunizations History ( <i>if applicable</i> ) 1. Immunizations 2. Last dental and eye exams 3. Last PE and age-appropriate screenings (e.g., osteoporosis, mammography, prostate cancer, colonoscopy, dementia)	<b>2</b>		
Sexual/Reproductive History ( <i>if applicable</i> ) 1. OB/GYN Hx 2. Partners 3. Practices 4. Female: LMP 5. Sexual satisfaction/issues	<b>1</b>		
Functional Health ( <i>if applicable</i> ) 1. Activities of daily living (ADLs) <ul style="list-style-type: none"> <li>Bathing</li> <li>Dressing</li> <li>Toileting</li> <li>Feeding</li> <li>Mobility</li> </ul> 2. Instrumental activities of daily living (IADLs) <ul style="list-style-type: none"> <li>Traveling</li> <li>Managing finances</li> <li>Managing Medications</li> <li>Shopping</li> <li>Household chores</li> <li>Sensory assessment (hearing/vision)</li> <li>Gait and balance</li> </ul>	<b>1</b>		
Psychological Health ( <i>if applicable</i> ) Cognitive disorders (delirium, dementia, mild cognitive impairment)-Use a screening tool (e.g., Mini-Mental Exam) Affective disorders (depression)-Use a screening tool (e.g., PH-Q9) Spiritual well-being	<b>1</b>		
Quality of Life Measures ( <i>if applicable</i> ) Environmental conditions Social conditions Physical conditions Personal resources (mental health, life perspective)	<b>1</b>		
Review of Systems ( <b><u>in context of complaint</u></b> ) Constitutional Skin HEENT/Mouth Neck Lymph Chest/Breasts/Respiratory	<b>5</b>		

CV GI GU Musculoskeletal Neurological Endocrine Hematology Mental Health			
<b>Total for History [-1 point for each pertinent missing component of the history (e.g., components of a section) (-) 1-5 points for complete omission of a pertinent section of the history]</b>	<b>25</b>		
<b>Physical Examination (PE)</b>			
<b>Washes hands before beginning the examination</b> Vital Signs (VS) addressed with patient Temp, Pulse, Respiration, BP, Pain, BMI			
<b>PE (in context of complaint)</b>			
General <ul style="list-style-type: none"> <li>• Presentation</li> </ul> Skin <ul style="list-style-type: none"> <li>• Inspection, Palpation</li> </ul> Head <ul style="list-style-type: none"> <li>• Inspection, Palpation</li> </ul> Eyes <ul style="list-style-type: none"> <li>• Accessory structures, Vision acuity, Peripheral vision, Alignment, EOMs, Visual fields, Pupil, Funduscopy</li> </ul> ENT/Mouth <ul style="list-style-type: none"> <li>• Hearing, External, Otolaryngology, Pneumatic Otoscopy, Sinus, Nose, Mouth, Rinne/Weber</li> </ul> Neck <ul style="list-style-type: none"> <li>• ROM, Lymph nodes, Thyroid, JVP, Carotids</li> </ul> Cardiac/Vascular <ul style="list-style-type: none"> <li>• Inspection, Palpation, Auscultation, Peripheral Pulses X4 limbs, Capillary refill, Peripheral edema</li> </ul> Respiratory <ul style="list-style-type: none"> <li>• Inspection, Palpation (including infraclavicular and supraclavicular nodes), Percussion, Auscultation</li> </ul> Breasts (as indicated) <ul style="list-style-type: none"> <li>• Inspection, Palpation of breasts and axillary nodes (Tanner Stage as appropriate)</li> </ul> GI <ul style="list-style-type: none"> <li>• Inspection, Auscultation, Percussion, Palpation</li> <li>• Rectal Exam (as indicated)</li> <li>• Special Maneuvers as indicated (e.g., Rebound Tenderness, Rovsing's Sign,</li> </ul>			

Obturator Sign, Psoas Sign, Murphy's Sign, etc.) GU (as indicated) <ul style="list-style-type: none"> <li>• Inspection, Auscultation, Percussion, Palpation</li> </ul> Male Reproductive <ul style="list-style-type: none"> <li>• Inspection and Palpation</li> </ul> Female Reproductive <ul style="list-style-type: none"> <li>• Inspection, Percussion, Palpation, Speculum Examination, Bimanual Examination</li> </ul> Musculoskeletal <ul style="list-style-type: none"> <li>• Inspection, Palpation (including epitrochlear nodes), Active/Passive ROM, Strength and Tone, Spine, Special Maneuvers as indicated (e.g., Drawers, McMurray, etc.)</li> </ul> Neurologic <ul style="list-style-type: none"> <li>• Cranial nerves, DTRs, Motor Function, Coordination, Gait, Sensory, Babinski</li> </ul> Lymphatic <ul style="list-style-type: none"> <li>• Palpate head and neck nodes</li> </ul> Mental Health/Cognitive <ul style="list-style-type: none"> <li>• Orientation, Mini-Mental State Examination (MMSE), Mental Status, Geriatric Depression Scale, Confusion Assessment Method (CAM), etc.</li> </ul>			
<b>Total for Physical Examination</b> <b>[-1 point for each pertinent missing component of the PE (e.g., components of the system); (-) 2.5-5 points for partial or complete omission of a pertinent system]</b>	<b>18</b>		
<b>Diagnostics</b>			
X-ray, EKG, Labs, etc.	<b>2</b>		
<b>Total Points for Diagnostics</b>	<b>2</b>		
<b>Assessment/Diagnosis</b>			
1. Accurate diagnosis based on history and PE 2. Five plausible differential diagnoses with a rationale for each selection	<b>2</b>		
<b>Plan</b>			
1. Develops a complete plan of care appropriate for the actual diagnosis and baseline medical conditions.	<b>2</b>		
1. Appropriate Education/Anticipatory Guidance	<b>1</b>		
<b>Total for Assessment/Plan</b>	<b>5</b>		
<b>Total Possible Points</b>	<b>50</b>		

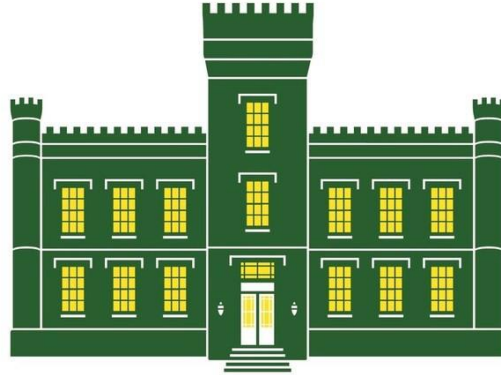
<b><i>Specific to Advance Health Assessment and Clinical Checkoffs via Video (as indicated) for a total of 55 points</i></b>			
<b>Patient Presentation to Faculty/Preceptor</b> 1. Demographic, pertinent +/-, PE 2. A/P, Education	<b>2</b>		
<b>1) Displays a professional demeanor and interacts appropriately with the patient</b> <ul style="list-style-type: none"> <li>Introduces self</li> <li>Is sensitive to privacy, comfort, and dignity</li> <li>Establishes a comfortable atmosphere and puts the patient at ease</li> <li>Avoids primarily yes/no questions</li> <li>Avoids unnecessary repetition/jargon</li> <li>Controls pace of the interview</li> <li>Is directive when necessary</li> <li>Displays attentiveness to the patient; demonstrated by posture, eye contact, tone of voice</li> <li>Responds to verbal and non-verbal clues</li> </ul>	<b>2</b>		
<b>2) Demonstrates humanistic qualities</b> <ul style="list-style-type: none"> <li>Empathy and compassion</li> <li>Respect and consideration</li> </ul> <p>Places the patient's problems in the context of the patient's life and history</p>	<b>1</b>		
<b>Total for Checkoff</b>	<b>5</b>		
<b>Total Possible Points</b>	<b>55</b>		

**Student's Clinical Journal:**

**Faculty's Comments:**

- Strengths:**
- Weaknesses:**
- Opportunities for growth:**

**Final Grade:**



**KENTUCKY STATE  
UNIVERSITY**

School of Nursing  
Doctor of Nursing Practice

Scholarly Project  
Guidelines



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Guidelines for DNP Scholarly Project and Planning Documents  
Residency Preceptor**

This is the capstone (Scholarly Project) experience for the DNP program. The planning phase of the Scholarly Project will begin in **NUR 806** along with faculty. The Practice Residency (**NUR 902 and NUR 905**) for the Scholarly Project is usually completed in partnership with another entity such as a clinical agency, school, health department, government or voluntary organization. The Scholarly Project should revolve around advanced practice in the nursing specialty, **adult-gerontology primary care**. The final project is selected and planned by the student and the Scholarly Project Chair and Committee with the implementation phase commencing by **NUR 902**. The form of the final product for the project is mutually agreed upon between the student and the Scholarly Project Chair and Committee using the SQUIRE 2.0 Guidelines. The Scholarly Project must be evaluated and prepared as a manuscript for publication in **NUR 905**. \*Submission of the manuscript to a peer-reviewed or interdisciplinary journal is a requirement for the completion of NUR 906 and 907. Students should begin the journal selection process for manuscript publication in NUR 902. Scholarly Project Guidelines may be modified to accommodate journal requirements for manuscript publications.

The Scholarly Project Chair and Committee should be selected by the end of **NUR 806**. The Scholarly Project Chair and Committee and students are expected to communicate throughout **NUR 901, NUR 902, NUR 905, NUR 906, and NUR 907** to discuss the student's progress in developing the project. Students are expected to use courses within their plan of study as well as their committee's guidance to develop their project. It is recommended that the student identify a preceptor in the agency early in the program.

**Student Responsibilities**

- Confer with the Scholarly Project Chair and Committee throughout each semester about coursework and progress in refining the scholarly project concept.
- Develop a proposal for **NUR 806 and refine it in NUR 901** to meet Scholarly Project Guidelines and course requirements. The final proposal must be approved by the Scholarly Project Chair and Committee before submission to the Director for Graduate Nursing Programs upon completion of **NUR 901**.
- Secure a preceptor in the agency where the project will be conducted and obtain the approval for appointment of the preceptor from the Scholarly Project Chair.
- Submit, with the Chair's approval, a request for appointment of the Scholarly Project Committee. Include the requested information that documents the credentials of the preceptor and that person's agreement to serve on the committee. The committee appointment must be implemented upon the completion of **NUR 806** to allow for sufficient review of the project from the perspective of the preceptor and clinical agency.
- Submit a request to develop a contract with the agency in which the project will be conducted if a current contract is not in place.
- Prepare and submit with the assistance of the Scholarly Project Chair, a request for IRB approval of the project and any approvals required by the agency where the project is conducted.
  - Complete IRB Training Module in **NUR 806**
  - Complete HIPPA Training Module upon **admission** to the program
  - Complete NIH Human Subjects Module in **NUR 806**

- Complete the planning application and submit to the faculty, Scholarly Project Chair, and agency preceptor along with the certifications of training by the end of **NUR 806**
  - Complete all KSU guidelines for IRB submission by the end of **NUR 901**
- Submit the outcomes of the scholarly project in the form agreed upon by the student's Scholarly Project Committee and a manuscript for the dissemination of the outcomes. The manuscript must be submitted to a journal for publication to be successful in NUR 905, NUR 906, and NUR 907.

### **Faculty, Chair, and Committee Responsibilities**

- Meet with each student for which you have been assigned as Scholarly Project Chair or Committee Member to review progress toward completion of individual plans of study and progress toward the development of the Scholarly Project, including feedback on how coursework may be used to refine development of the project.
- Confer with students during the time they are completing requirements for **NUR 901** as to the appropriateness of the project for implementation.
- Review and approve with the student, the credentials of the students' selected preceptor from the agency.
- Facilitate the submission of the student's request for appointment of the Scholarly Project committee.
- Assist the student in determining whether an agency contract is needed for the conduct of the Scholarly Project.
- Assist the student with preparation and first level review of the student's IRB application and budget. Ascertain if additional documents are needed by the agency where the student will conduct the project.
- Develop with the student and agency preceptor, an agreement on what products are required for successful completion of the Scholarly Project.

### **Guidelines for Components of the Scholarly Practice Project**

The Scholarly Project Chair and Committee will guide the student in the development of the project to ensure that the proposed project is sufficient in depth and in scope to reflect the knowledge of an expert in advanced practice. The Scholarly Project is a tangible and deliverable academic product. It may take a number of forms such as: a pilot study, a practice change initiative, a program evaluation, an evaluation of a new practice model, quality improvement; or, a policy change initiative. The Project is related to advance practice nursing and benefits a group, population, and/or community. The project proposal may contain the following elements or others as agreed upon by the committee:

#### **Proposal Guidelines**

The proposal is a scholarly document in future tense that describes the plan for your Scholarly Project. This will include the following components of SQUIRE 2.0 Guidelines:

##### **Title**

##### **Introduction**

- Problem Description
- Available Knowledge
- Rationale
- Specific Aims

##### **Methods**

- Context
- Interventions
- Study of Interventions

- Measures
- Analysis
- Ethical Considerations

### **Final Scholarly Project Guidelines**

The final scholarly project will include all components of the SQUIRE 2.0 Guidelines. Click on the following link to obtain the detailed SQUIRE 2.0 Guidelines. Make sure that you click on any highlighted areas within the guidelines and thoroughly read them on the website. A copy is provided below for review only.

<http://www.squire-statement.org/guidelines>

# Standards for Quality Improvement Reporting Excellence

## SQUIRE 2.0

### Notes to Authors

- The SQUIRE guidelines provide a framework for reporting new knowledge about how to improve healthcare.
- The SQUIRE guidelines are intended for reports that describe [system](#) level work to improve the quality, safety, and value of healthcare, and used methods to establish that observed outcomes were due to the [intervention\(s\)](#).
- A range of approaches exists for improving healthcare. SQUIRE may be adapted for reporting any of these.
- Authors should consider every SQUIRE item, but it may be inappropriate or unnecessary to include every SQUIRE element in a particular manuscript.
- The SQUIRE Glossary contains definitions of many of the key words in SQUIRE.
- The [Explanation and Elaboration](#) document provides specific examples of well-written SQUIRE items, and an in-depth explanation of each item.
- Please cite SQUIRE when it is used to write a manuscript.

### Title and Abstract

<b><u>1. Title</u></b>	Indicate that the manuscript concerns an <a href="#">initiative</a> to improve healthcare (broadly defined to include the quality, safety, effectiveness, patient-centeredness, timeliness, cost, efficiency, and equity of healthcare)
<b><u>2. Abstract</u></b>	<ol style="list-style-type: none"><li>Provide adequate information to aid in searching and indexing</li><li>Summarize all key information from various sections of the text using the abstract format of the intended publication or a structured summary such as: background, local <a href="#">problem</a>, methods, interventions, results, conclusions</li></ol>
<b>Introduction</b>	<i>Why did you start?</i>
<b><u>3. Problem Description</u></b>	Nature and significance of the local <a href="#">problem</a>
<b><u>4. Available Knowledge</u></b>	Summary of what is currently known about the <a href="#">problem</a> , including relevant previous studies
<b><u>5. Rationale</u></b>	Informal or formal frameworks, models, concepts, and/or <a href="#">theories</a> used to explain the <a href="#">problem</a> , any reasons or <a href="#">assumptions</a> that were used to develop

	the <a href="#">intervention(s)</a> , and reasons why the <a href="#">intervention(s)</a> was expected to work
<b><u>6. Specific Aims</u></b>	Purpose of the project and of this report
<b>Methods</b>	<i>What did you do?</i>
<b><u>7. Context</u></b>	Contextual elements considered important at the outset of introducing the <a href="#">intervention(s)</a>
<b><u>8. Intervention(s)</u></b>	<ul style="list-style-type: none"> <li>a. Description of the <a href="#">intervention(s)</a> in sufficient detail that others could reproduce it</li> <li>b. Specifics of the team involved in the work</li> </ul>
<b><u>9. Study of the Intervention(s)</u></b>	<ul style="list-style-type: none"> <li>a. Approach chosen for assessing the impact of the <a href="#">intervention(s)</a></li> <li>b. Approach used to establish whether the observed outcomes were due to the <a href="#">intervention(s)</a></li> </ul>
<b><u>10. Measures</u></b>	<ul style="list-style-type: none"> <li>a. Measures chosen for studying <a href="#">processes</a> and outcomes of the <a href="#">intervention(s)</a>, including rationale for choosing them, their operational definitions, and their validity and reliability</li> <li>b. Description of the approach to the ongoing assessment of contextual elements that contributed to the success, failure, efficiency, and cost</li> <li>c. Methods employed for assessing completeness and accuracy of data</li> </ul>
<b><u>11. Analysis</u></b>	<ul style="list-style-type: none"> <li>a. Qualitative and quantitative methods used to draw <a href="#">inferences</a> from the data</li> <li>b. Methods for understanding variation within the data, including the effects of time as a variable</li> </ul>
<b><u>12. Ethical Considerations</u></b>	<a href="#">Ethical aspects</a> of implementing and studying the <a href="#">intervention(s)</a> and how they were addressed, including, but not limited to, formal ethics review and potential conflict(s) of interest
<b>Results</b>	<i>What did you find?</i>

<p><b><u>13. Results</u></b></p>	<ul style="list-style-type: none"> <li>a. Initial steps of the <a href="#">intervention(s)</a> and their evolution over time (e.g., time-line diagram, flow chart, or table), including modifications made to the intervention during the project</li> <li>b. Details of the <a href="#">process</a> measures and outcome</li> <li>c. Contextual elements that interacted with the <a href="#">intervention(s)</a></li> <li>d. Observed associations between outcomes, interventions, and relevant contextual elements</li> <li>e. Unintended consequences such as unexpected benefits, <a href="#">problems</a>, failures, or costs associated with the <a href="#">intervention(s)</a>.</li> <li>f. Details about missing data</li> </ul>
<p><b>Discussion</b></p>	<p><i>What does it mean?</i></p>
<p><b><u>14. Summary</u></b></p>	<ul style="list-style-type: none"> <li>a. Key findings, including relevance to the <a href="#">rationale</a> and specific aims</li> <li>b. Particular strengths of the project</li> </ul>
<p><b><u>15. Interpretation</u></b></p>	<ul style="list-style-type: none"> <li>a. Nature of the association between the <a href="#">intervention(s)</a> and the outcomes</li> <li>b. Comparison of results with findings from other publications</li> <li>c. Impact of the project on people and <a href="#">systems</a></li> <li>d. Reasons for any differences between observed and anticipated outcomes, including the influence of <a href="#">context</a></li> <li>e. Costs and strategic trade-offs, including <a href="#">opportunity costs</a></li> </ul>
<p><b><u>16. Limitations</u></b></p>	<ul style="list-style-type: none"> <li>a. Limits to the <a href="#">generalizability</a> of the work</li> <li>b. Factors that might have limited <a href="#">internal validity</a> such as confounding, bias, or imprecision in the design, methods, measurement, or analysis</li> <li>c. Efforts made to minimize and adjust for limitations</li> </ul>
<p><b><u>17. Conclusions</u></b></p>	<ul style="list-style-type: none"> <li>a. Usefulness of the work</li> <li>b. Sustainability</li> </ul>

	<p>c. Potential for spread to other <a href="#">contexts</a></p> <p>d. Implications for practice and for further study in the field</p> <p>e. Suggested next steps</p>
Other Information	
<b><u>18. Funding</u></b>	Sources of funding that supported this work. Role, if any, of the funding organization in the design, implementation, interpretation, and reporting

## **Qualifying for Candidacy to Conduct the Doctor of Nursing Practice DNP Scholarly Project**

To be eligible to continue to progress with candidacy and the DNP Scholarly Project, students must have maintained a minimum grade point average (GPA) of 3.0 on a 4.0 scale in the doctoral program. A DNP Scholarly Project topic, for which a proposal is submitted, must be approved by the doctoral DNP Scholarly Project Committee. Upon completion of DNP coursework, students must follow the Kentucky State University policies in regards to the completion of the DNP Scholarly Project.

The DNP Scholarly Project is an original investigation and demonstration of mature scholarship and critical judgement in the theoretical and methodological approaches to the application of evidence-based practice in nursing. The Scholarly Project is a tangible and deliverable academic product. It may take a number of forms such as: a pilot study, a practice change initiative, a program evaluation, an evaluation of a new practice model, quality improvement; or, a policy change initiative. The Project is related to advance practice nursing and benefits a group, population, and/or community. The DNP Scholarly Project is expected to be the first step in the application of evidence-based practice to enhance nursing practice, patient and/or health system outcomes. Although Year 3 is designed for the DNP Scholarly Project, the student's evidence-based practice topic and time management may necessitate continuing the work of the DNP Scholarly Project beyond the third year. All students are required to complete a minimum of six (6) Residency Scholarly Project credit hours.

### **Terminology Associated with the DNP Scholarly Project**

**DNP Scholarly Project Chair.** The candidate, in consultation with the Director for Graduate Nursing Programs, DNP faculty member or other doctoral faculty, should select a chair. The chair has graduate faculty status appropriate to directing DNP Scholarly Projects. In some cases, a co-chair may be appropriate. It is essential for a committee chair to be supportive of the student. To be supportive, a chair should have some familiarity with the student's proposed content area for the DNP Scholarly Project.

**DNP Scholarly Project Committee.** Students are encouraged to talk/interview with sufficient faculty to seek out committee members. During **NUR 901 Advanced Practice Leadership and Management Practicum**, the student should convene their DNP Scholarly Project Committee. Each member should be selected to be maximally beneficial to the student in design and conduct of the Scholarly Project and providing a perspective about the discipline/practice. The DNP Scholarly Project Committee will guide and approve the acceptability of the DNP Scholarly Project.

Qualifications of members will be consistent with the student's area of practice and the requirements for doctoral committees are stated in the policies and general catalog of the university. If a change to the makeup of the committee members is desirable, the student will consult with the chair and make the changes. The committee will consist of a minimum of three (3) members.

The committee will consist of a chair, at least one qualified faculty member from the School of Nursing, and one preceptor from the student's clinical site/agency. After the members of the DNP Scholarly Project Committee is convened, the Scholarly Project Chair shall send the committee membership approval. This must be done upon the completion of NUR 806. Failure to file the form at this time may result in delays in the student's commencement.

**Termination of DNP Scholarly Project Chair Relationship.** If either the candidate or the faculty chair for the DNP Scholarly Project determines that the student and the faculty member can no longer continue working together on the DNP Scholarly Project, then they both should consult with the Director for Graduate Nursing Programs. Beyond the first semester of the DNP Scholarly Project chair relationship, which should be considered a trial period, the investment of effort and resources by both parties indicates that termination is a step that should not be taken lightly. If after consultation with the Director for Graduate Nursing Programs, the candidate or the chair of the DNP Scholarly Project committee still determines that relationship must be terminated, it is his/her right to do so.

**Termination of DNP Scholarly Project Committee Members.** If the candidate feels he/she can no longer work with the committee member, the candidate should meet with the chair to discuss the issues. The chair of the DNP Scholarly Project can meet independently or in conjunction with the doctoral candidate and committee to resolve the issue. Any changes to the committee members after the initial DNP Scholarly Project approval by the Director for Graduate Nursing Programs shall be forwarded to the Director of Graduate Nursing Programs by the DNP chair for ratification and approval. Requests for changes to committee membership should include a reason for such changes.

**DNP Scholarly Project Proposal.** The DNP Scholarly Project Proposal is a document written in APA format. The SQUIRE 2.0 Guidelines will be utilized to create the proposal in the future tense. The DNP Scholarly Project Proposal defense should be scheduled no later than the first half of NUR 902 Residency I. Scheduling after this time period could potentially delay commencement for the student.

#### **DNP Scholarly Project Proposal and Oral Defense.**

The student delivers a formal presentation of the proposed project. Following the presentation, members of the committee assess the student's knowledge and synthesis of the body of literature and its application to the proposed project, as well as the student's ability to conduct the Scholarly Project. After closed deliberation, the DNP Scholarly Project Committee will discuss the merits and weaknesses of the proposal and the feasibility of implementation. The chair will record whether consensus has been reached and signed for *Approval of the DNP Scholarly Project Proposal*. The form is forwarded to the Director for Graduate Nursing Programs to be signed and for placement in the student's file. The student is responsible to address any deficits, errors, and/or shortcomings of the proposal as noted by the DNP Scholarly Project Committee before approval of the proposal.

**Approval of Proposal.** Approval of the proposal permits the candidate to apply for IRB approval and to proceed with the actual DNP Scholarly Project.

**Institutional Review Board (IRB) Approval.** Any DNP Scholarly Project that involves human subjects must have approval from the University Human Subject Review Board from the University before data collection may begin or before the other agency approval is obtained. Additionally, even if human subjects are not involved, IRB approval is necessary if the student is interested in publishing or presenting the DNP Scholarly Project findings. **All students are expected to submit their project for publication.**

The student is responsible for verifying the need for and securing IRB approval. The application may be secured from the appropriate office of the University. A copy of the approved outside agency IRB form must be submitted through Kentucky State University IRB before the student may proceed with implementation. Obtaining IRB approvals from other agencies (e.g. hospitals,

nursing homes, etc.) involved in the research is the responsibility of the candidate working under the guidance of the chair of the DNP Scholarly Project.

**Approved DNP Scholarly Project Topic Form.** This form is completed by the doctoral candidate, signed by members of the DNP Scholarly Project Committee holding graduate faculty status, the Director for Graduate Nursing Programs and filed in the School of Nursing, Office of the Director for Graduate Nursing Programs.

**Conducting the DNP Scholarly Project.** During the conduct of the Scholarly Project, candidates should be in frequent contact with their chair and committee members of the DNP Scholarly Project, as needed. The schedule of all committee members, including the outside member, shall be considered when selecting the time for all committee meetings. The process includes the writing and submission of the DNP Scholarly Project for preliminary approval.

**Clinical Component.** The DNP student is required for having a fully executed agreement with an agency (ies) to complete the clinical component of the program while implementing their specific DNP Scholarly Project. The clinical component format is based on the nature of the DNP Scholarly Project. It may take many forms and may be completed in various settings. The student must have a current "Preceptor Agreement" on file, have completed the certified background profile, which will include such requirements as immunization compliance and CPR requirements to be permitted to engage in clinical study component. According to School of Nursing of Health Sciences and Graduate Nursing Program guidelines, students may implement their DNP Scholarly Project in the clinical setting where they have IRB approval/review on file as well as the approval of their DNP Scholarly Project committee chair.

**Preliminary Approval of DNP Scholarly Project.** Based on recommendations from their DNP Scholarly Project Committee, the student will submit written work to the members of the committee. The chair will allow at least **ten business days** for reading the DNP Scholarly Project and will then convene the DNP Scholarly Project Committee (without the candidate) for the purpose of evaluation. Recommended revisions will be noted by the chair and communicated to the candidate. When, in the opinion of the chair and the candidate, the appropriate revisions have been made, the chair will inform the Director for Graduate Nursing Programs that the final oral defense may be scheduled.

**Pre-defense Meeting of the DNP Scholarly Project Committee.** The purpose of the meeting determines the state of readiness of the manuscript for the final oral defense. The following are possible committee decisions.

- There is unanimous agreement that the DNP Scholarly Project is ready for oral defense and any suggestions for change do not need to be seen before the oral defense.
- One or more committee members may request that minor changes be made in the pre-defense copy and wish to see the revisions before determining readiness to defend. An additional meeting of the DNP Scholarly Project committee is not needed for final approval.
- The committee determines that major revisions necessitate postponing the scheduling of the oral defense. If possible, a tentative timeframe for completing changes, in collaboration with the doctoral candidate and committee, will be identified and a potential date for the next pre-defense committee meeting should be set.

**Selection of the Moderator.** The role of the moderator is to preside and moderate the final presentation and oral defense. The moderator is selected by the DNP Scholarly Project Committee Chair.

**DNP Scholarly Project Final Presentation and Oral Defense.** When the DNP Scholarly Project is completed and the pre-defense report is approved by the committee, a meeting will be scheduled for the candidate's presentation and oral defense of the DNP Scholarly Project. The meeting date should be scheduled in line with the School of Nursing Graduate Nursing Program deadlines for DNP Scholarly Project defense. The DNP Scholarly Project chair will designate the time and place of the final presentation and oral defense and notify all members of the student's DNP committee. The defense should be scheduled to allow at least ten days for the committee to review the DNP Scholarly Project. The candidate should be prepared to make further revisions after the oral defense.

The Graduate Nursing Program encourages all DNP Scholarly Project defenses to be published well in advance and to be open to all graduate faculty and all graduate students. The definition of "open" will reside with the program.

Copies of the DNP Scholarly Project abstract will be distributed by the candidate, with approval of the chair of the DNP Scholarly Project, to Graduate Nursing Program faculty and graduate students and posted five (5) days prior to the defense itself to familiarize members of the Graduate Nursing Program faculty and other students with the methods and findings of the DNP Scholarly Project. The abstract usually contains a short biography (200 words) of the candidate and a short abstract (250 words) of the DNP Scholarly Project.

**Order of the Presentation and Oral Defense.** The candidate will open the defense with a brief (15-30 minute) presentation of the project, after which the members of the student's DNP Scholarly Project Committee will question the candidate in an order to be determined by the moderator. The candidate is expected to respond to substantive and methodological questions related to the DNP Scholarly Project. When, in the opinion of the Moderator, members of the committee have had an adequate opportunity to question the candidate, the Moderator may open the examination to appropriate questions.

**Determination of Success or Failure of Defense.** The moderator/chair will adjourn the defense and clear the room or virtual setting of everyone except the members of the student's DNP Scholarly Project committee. Parliamentary procedure will be observed. The candidate will be evaluated both upon the quality and significance of the DNP Scholarly Project and upon the oral defense of the findings. All committee members will be polled for their vote on the defense and DNP Scholarly Project (pass or fail). The candidate passes if there is no more than one dissenting vote cast by the examining committee. All members of the student's DNP committee will affix their signature in a single form signifying their vote.

Report of examination results must be filed (*for the approval of the Written Paper and Oral Defense of the DNP Scholarly Project*) by the office of the Director for Graduate Nursing Programs. The form will be sent to the Office of the Director for Graduate Nursing Programs as the single form indicating that the defense has been held and that the student has passed or failed. This form must be on file in the Office of the Director for Graduate Nursing Programs at the time the DNP Scholarly Project is officially submitted. Committee members may wish to write memos to the Director for Graduate Nursing Programs. Members are invited to do so but not required to do so.

**Repeating the Oral Defense.** If the doctoral candidate fails the oral defense of the DNP Scholarly Project, the DNP Scholarly Project Committee determines under what conditions another oral defense of the DNP Scholarly Project may be scheduled. The DNP Scholarly Project Committee is not obligated to provide a second opportunity to defend the DNP Scholarly Project. Failure to defend the DNP Scholarly Project successfully means that the

candidate must reapply for graduation according to the established deadlines for the term to which the next defense will be scheduled.

**Submission of Final DNP Scholarly Project.** All comments/questions by the committee are to be addressed by the candidate in the final version of the DNP Scholarly Project. The final version of the DNP Scholarly Project will be in the current APA format. It will be submitted to the University Library and the Office of the Director for Graduate Nursing Programs.

**Binding of DNP Scholarly Project.** Bound copy or copies of the DNP Scholarly Project are required and may be purchased by the candidate through University Library Services.



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Scholarly Project Approval Form**

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

\_\_\_\_\_  
Title of Project

Approval of Scholarly Project by the Student's Assigned Chair

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Approval Date

Approval of Scholarly Project by Student's Preceptor

\_\_\_\_\_  
Preceptor

\_\_\_\_\_  
Approval Date

Successful completion of the Scholarly Project

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Preceptor Verification

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director for Graduate Nursing Programs

\_\_\_\_\_  
Approval Date

## Scholarly Project Planning Packet

**\*The student is responsible for finding residency placement for the Scholarly Project.  
Faculty must approve the residency site.**

**Time Frame for Planning Forms:** Meet with your Scholarly Project Chair as early as possible, no later than the first week in the **NUR 901**.

**Please note:** New contracts are extremely time-consuming. Start well in advance of the completion of **NUR 901** or you may not be able to complete requirements for the Scholarly Project within the allotted time frame. Follow the procedure below.

---

### Procedure for Students:

1. Provide a copy of the IRB, NIH, and HIPAA completion forms to your Scholarly Project Chair and via Typhoon. Meet with your Scholarly Project Chair to discuss any potential preceptor. You must have the chair's approval before proceeding.
2. Schedule an appointment with the potential preceptor. Confirm appointment with a letter and include copies of Scholarly Project Guidelines (attached to this document).
3. Meet the preceptor and complete the Planning Form. Review expectations with the preceptor. Request copies of the preceptor's license, certification, and resume or curriculum vitae. Obtain all information for these planning forms and obtain the preceptor's signature. Inquire as to whether there are any special processes or documentation required by the agency (such as confidentiality agreements).
4. Submit completed planning form and preceptor's license, certification, and resume or CV to your Scholarly Project Chair and via Typhon.

**Instructions:** There are four parts (Part A, B, C, & D) of this planning form. Please fill out each part that applies to your planning process.

Each student is responsible for obtaining and maintaining registered nurse licensure in the state in which scholarly project is completed. Failure to do so will result in loss of credit for those project hours and administrative withdrawal from the course involved.
---

To receive credit for any experience an agency contract must be in place.
---

New Agency\_\_\_\_\_ Continuing Agency\_\_\_\_\_



**Doctor of Nursing Practice  
Scholarly Project  
Planning Form**

**PART A – STUDENT INFORMATION** *(Please type or print.)*

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

Complete Permanent Address \_\_\_\_\_  
Street or P.O. Box

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Information (with area codes): Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

RN License \_\_\_\_\_  
Number State Expiration Date

Other contact information \_\_\_\_\_

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY'S SIGNATURE

\_\_\_\_\_  
DATE

**Office Use Only**

Date Processed at KSU SON and support staff name \_\_\_\_\_

RN Licensure verified \_\_\_\_\_

CPR Certification verified \_\_\_\_\_



KENTUCKY STATE UNIVERSITY

SCHOOL OF NURSING

400 EAST MAIN STREET  
FRANKFORT, KENTUCKY 40601

BETTY WHITE HEALTH CENTER

**PART B – PRECEPTOR INFORMATION** (*Must be completed in full*)

Preceptor Name: \_\_\_\_\_  
(First) (Middle) (Last)

(Position/Title): \_\_\_\_\_

Academic Preparation \_\_\_\_\_

Credentials (circle one): DO MD NP Other \_\_\_\_\_

License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(If appropriate)

Certification Agency \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(If appropriate)

If the Preceptor is a Nurse Practitioner or Nurse Midwife, WRITE-IN the name of the  
Collaborating Physician \_\_\_\_\_  
and his/her Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Certifying Agency \_\_\_\_\_  
Years of Experience \_\_\_\_\_

**Preceptor's Employing Agency**

Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Telephone with area code \_\_\_\_\_ Fax Number \_\_\_\_\_

Cell \_\_\_\_\_ Email Address \_\_\_\_\_

I agree to serve as preceptor for \_\_\_\_\_  
(Student)

Dates for implementing Scholarly Project \_\_\_\_\_

**PRECEPTOR'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_



KENTUCKY STATE UNIVERSITY

SCHOOL OF NURSING

400 EAST MAIN STREET  
FRANKFORT, KENTUCKY 40601

BETTY WHITE HEALTH CENTER

**PART C – AGENCY INFORMATION** (*Must be completed in full*)

**AGENCY for SCHOLARLY PROJECT**

The Agency where the Scholarly Project will be implemented may be different from the preceptor's employing agency.

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

**Agency Information**

The *Name* of the agency, clinic, group, or entity where Scholarly Project implementation will occur:

Contact person at agency: \_\_\_\_\_

Telephone Number with area code: \_\_\_\_\_

Mailing address of Office Manager/Administrator: \_\_\_\_\_  
(if different from agency mailing address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Starting Date of Experience: \_\_\_\_\_  
(First date possible you will be in this clinical setting)

Anticipated Length of Experience: \_\_\_\_\_

**Circle Correct Descriptor of Agency:**

Rural Clinic	Academic Medical Center Clinic	Inner City Clinic	School
Specialty Clinic	Private Practice	Government Agency	Hospital
Public Health Department Clinic	Professional Organizations	Volunteer Organization	Church
Other _____			

**Type of Experience:**

- ☐ Educational
- ☐ Clinical
- ☐ Direct
- ☐ Indirect



**PART D – Complete this part only if there is no contract in place with the agency/site where the Scholarly Project will be implemented.**

**Agency Information**

**Legal name of the agency, clinic, group or entity who owns or has responsibility for the agency/site.**

\_\_\_\_\_  
(Note: Legal name may or may not be different)

**Office Manager/Administrator**

Name: \_\_\_\_\_

Telephone Number with area code: \_\_\_\_\_

Mailing address of Office Manager/Administrator: \_\_\_\_\_  
(if different from agency mailing address)

\_\_\_\_\_  
City State Zip Code County

**\*Person Legally Authorized to Sign Contracts**

Name \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City State Zip Code County

Telephone Number with area code \_\_\_\_\_

Fax Number \_\_\_\_\_ Email \_\_\_\_\_  
Area code & number

**\*Note the person legally authorized to sign contracts is usually a different person than the office manager.**



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Residency Preceptor**

**Preceptor's Guide to the Scholarly Project**

The Scholarly Project is the capstone experience for the Primary Care Adult/Gerontology Doctor of Nursing Practice (DNP) Program and reflects the synthesis of knowledge in the student's specialty area. Preceptors serve an important role, in partnership with the student and faculty, to guide the development and implementation of the student's Scholarly Project.

**Preceptor Expectations**

The person agreeing to serve as a preceptor for a student pursuing an Adult/Gerontology DNP Degree agrees to:

- Provide the student with a resume or curriculum vitae, license, and certification.
- Meet with the student to provide guidance for the development of the student's Scholarly Project.
- Facilitate the student's entry into the agency and apprise the student of any special agency requirements.
- Assist the student to gain appropriate agency approvals to implement the Scholarly Project.
- Meet with the student to provide guidance during the implementation phase of the Scholarly Project.
- Approve the student's implementation and completion of the Scholarly Project.
- Complete the Preceptor Evaluation of the DNP Student
- Complete the Preceptor Evaluation of the DNP Preceptorship Experience
- Complete the Preceptor Acknowledgement Form
- Notify the scholarly project chair of any student problems encountered in the agency.
- Approve Residency clinical hours.

**Agency Expectations**

Representatives of the agency/site agree to:

- Facilitate the student's entry into the agency/site.
- Apprise the student and scholarly project chair of any special agency requirements.
- Notify scholarly project chair of any student problems encountered in the agency.
- Verify with scholarly project chair, student's completion of activities within the agency.

**Student Expectations**

The student engaged in the Scholarly Project must:

- Have a current unencumbered license to practice in the state where the Scholarly Project is implemented.
- Have current CPR certification.
- Adhere to HIPAA guidelines in all interactions.
- Practice within the scope of educational experience.
- Adhere to all agency guidelines.
- Present a professional appearance/attitude.
- Complete all IRB and agency requirements.

- Seek appropriate guidance from the scholarly project committee.
- Notify scholarly project chair of any problems encountered in the clinical agency.



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum and Residency Preceptor**

AN AGREEMENT BETWEEN  
KENTUCKY STATE UNIVERSITY SCHOOL OF NURSING AND

\_\_\_\_\_  
(Name of Agency)  
City \_\_\_\_\_ State \_\_\_\_\_

The purpose of this agreement is to provide a working relationship between Kentucky State University School of Nursing and \_\_\_\_\_ in providing learning  
(Agency)  
opportunities for \_\_\_\_\_ who is enrolled in \_\_\_\_\_ for  
(Student) (Course No. and Name)  
\_\_\_\_\_. This agreement between Kentucky State University School of Nursing and Health  
(Semester)  
Sciences and \_\_\_\_\_ will be effective from \_\_\_\_\_ through  
(Agency) (Beginning Date)  
\_\_\_\_\_.  
(Ending Date)

**Both parties agree:**

Professional liability insurance coverage will be maintained by each party to this agreement in amounts deemed adequate by both parties with costs of the coverage borne by Kentucky State University for the students and by the agency for themselves. As evidence of such coverages, each will furnish to the other a certificate of such insurance prior to commencement of this agreement and annually thereafter. Failure of either party to obtain and maintain such coverage shall be grounds for immediate termination of this agreement.

**Kentucky State University School of Nursing agrees:**

1. That faculty from Kentucky State University School of Nursing will provide indirect supervision for nursing students engaged in a mutually agreeable practicum experience with a preceptor at the agency.
2. That faculty of the School of Nursing will initiate and/or participate in conferences as mutually agreed upon with a designee of the agency for the purpose of discussing objectives of the learning experiences and student performance in caring for patients.
3. That the nursing faculty and students will work in accordance with the agency procedures and policies in making plans for the practicum experience.
4. That during the term of this Agreement, the School of Nursing shall endeavor to maintain approval and accreditation standards accepted and required by the State Board of Nursing and national and regional accrediting bodies.
5. That to the best of the School of Nursing and Health Science's knowledge all nursing students have met health and immunization requirements as outlined in Kentucky State University School of Nursing Health Policy prior to clinical experiences.

Preceptor Initials: \_\_\_\_\_

**The Agency agrees:**

1. To make available to the nursing faculty and the student of Kentucky State University School of Nursing a mutually agreeable preceptor and the clinical facilities of the agency.
2. To inform the faculty of changes in policies and procedures as they pertain to and affect the students and faculty of Kentucky State University School of Nursing participating in preceptorships at the agency.
3. That the agency is responsible for all care and supervision of the services rendered to its patients.
4. To provide emergency medical care to Kentucky State University School of Nursing students and faculty in the event of an accident or illness that occurs while the student or faculty are at the agency. The cost of such care shall be borne by the individual receiving the care, except to the extent the agency is deemed negligent or willful.
5. That during the term of this Agreement the agency shall endeavor to maintain J.C.A.H.O. or other accreditation/approval appropriate to the facility.

**Kentucky State University School of Nursing students shall:**

1. Abide by existing policies, rules, and regulations of the agency and Kentucky State University School of Nursing.
2. Assume responsibility for personal illness occurring during clinical hours.
3. Wear college name tags at all times during their clinical rotation at the agency and wear uniforms or other attire acceptable to Kentucky State University School of Nursing and the agency during clinical hours.
4. Respect the confidential nature of all information, which may come to them with regard to patients and patient records.

**Signatures**

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

---

Student Name – Typed \_\_\_\_\_

---

KSU Representative \_\_\_\_\_ Date \_\_\_\_\_

---

KSU Representative – Typed \_\_\_\_\_

---

Preceptor \_\_\_\_\_ Date \_\_\_\_\_

---

Preceptor Name – Typed \_\_\_\_\_

---

Appropriate Agency Official \_\_\_\_\_ Date \_\_\_\_\_

---

Appropriate Agency Official – Typed \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



KENTUCKY STATE UNIVERSITY

SCHOOL OF NURSING

400 EAST MAIN STREET  
FRANKFORT, KENTUCKY 40601

BETTY WHITE HEALTH CENTER

**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum and Residency  
Preceptor Acknowledgment**

I have received and read the Preceptor Orientation Manual of Kentucky State University School of Nursing, Graduate Nursing Program.

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Signature of Preceptor

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Clinical Agency

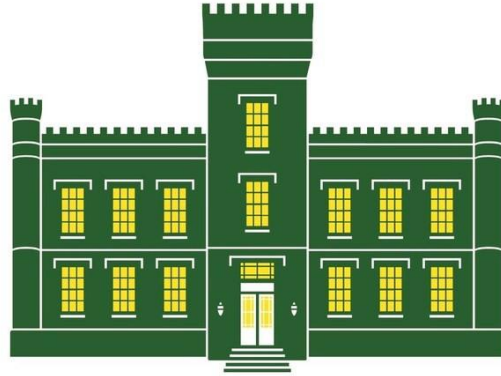
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Date

**Please return this page via email**

**Kentucky State University  
School of Nursing Graduate Nursing  
Program**

**Email: [Faith.Ighile@kysu.edu](mailto:Faith.Ighile@kysu.edu)**



**KENTUCKY STATE  
UNIVERSITY**

School of Nursing  
Doctor of Nursing Practice

Clinical & Residency  
Evaluation Forms

\*All evaluation forms will be in ProjectConcert

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Graduate Nursing Program  
Advanced Adult/Gerontology Primary Care Nursing I, II, III Practicum  
**Clinical Competency Evaluation**

**By completing the following form, preceptors evaluate the student's current achievement of the DNP Program Outcomes.**

**Semester/Year** \_\_\_\_\_

**Course** \_\_\_\_\_

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

**Clinical Practicum Preceptor** \_\_\_\_\_

**Faculty** \_\_\_\_\_

**Clinical Agency** \_\_\_\_\_

**Number of Clinical Hours with Preceptor** \_\_\_\_\_

**Evaluation**    Please Circle    Midterm    Final

**PLEASE EVALUATE THE STUDENT'S PERFORMANCE BY SCORING EACH ITEM USING THE FOLLOWING CRITERIA:**

**Highly Competent**

Accurate performance without supervision.

Utilizes appropriate consultation.

**Competent**

Accurate performance with minimal supervision.

Utilizes appropriate consultation.

**Competent but  
Needs Practice**

Infrequently inaccurate. Requires direct supervision. Utilizes appropriate consultation.

**Unsatisfactory  
Most of the time**

Inaccurate most of the time. Requires direct supervision. Depends on consultation.

**\*Asterisks indicate the expected performance level at the end of the clinical experience.**

Category	Highly Competent	Competent	Competent But Needs Practice	Unsatisfactory	Not Observed
<b><u>Interviewing Skills</u></b>  For a complete data base, obtains a history which includes: 1) History of Present illness 2) Past health history (including medication and allergies) 3) Family history (hereditary/contagious) 4) Personal/social (lifestyle) 5) Review of systems		*			
For a mini data base, takes a history appropriate to the complaint and reviews appropriate systems.		*			
Uses broad, open-ended questions initially before focusing on specifics.		*			
Category	Highly Competent	Competent	Competent But Needs Practice	Unsatisfactory	Not Observed
<b><u>Physical Examination:</u></b>  Performs a complete physical, including rectal/pelvic, if appropriate.		*			
For a brief visit, does exam of systems appropriate to the complaint.		*			
Utilizes observation, palpation, percussion, auscultation and special maneuvers as indicated.		*			
Recognizes range of normal and manifestations of abnormal findings in PE's.		*			
<b><u>Comments:</u></b>					
<b><u>Reasoning:</u></b>  Demonstrates ability to differentiate clinical data for problem-oriented or health maintenance objectives.		*			
Interprets and logically organizes all clinical data (Hx, PE, lab tests).		*			
Correctly identifies differential diagnosis, most likely hypothesis and supporting data.		*			

Applies theoretical knowledge and current research findings in arriving at clinical decisions.		*			
If unable to make a specific diagnosis, demonstrates ability to pinpoint system(s), pathological process, and/or risk factors involved.		*			
Presents case in a concise, clear manner.		*			
Utilizes preceptors and available resources appropriately for assistance in decision making.		*			
<u>Comments:</u>					

Category	Highly Competent	Competent	Competent But Needs Practice	Unsatisfactory	Not Observed
<b><u>Management:</u></b>					
Institutes appropriate diagnostic studies.		*			
Indicates knowledge of therapies, including non-pharmacologic, prescription, and OTC drugs.		*			
Selects and recommends appropriate treatments with attention to safety, cost, invasiveness, simplicity, acceptability, and efficacy.		*			
Includes prevention and health maintenance care.		*			
Provides appropriate patient education for health promotion and illness care.		*			
Incorporates awareness of family/public health/environmental issues in rendering care.		*			
Involves client in clinical process, e.g., problem identification, goal setting.		*			

Manages health status of clients over time and plans appropriate follow-up.		*			
Refers clients appropriately.		*			
Communicates his/her clinical goals and objectives clearly to the preceptor.		*			
<u>Comments:</u>					
<b>Recording:</b>  Produces accurate and complete problem list.		*			
Records history, physical, diagnosis, and treatment plan in a concise, orderly, and legible manner, using appropriate terminology and <b>POMR</b> system.		*			
<u>Comments:</u>					
Category	Highly Competent	Competent	Competent But Needs Practice	Unsatisfactory	Not Observed
<b>General:</b>  Accepts constructive criticism.		*			
Evidences willingness to learn and to apply knowledge to new situations.		*			
Establishes rapport with preceptor and other providers.		*			
Establishes good rapport with clients.		*			
Total Points					
Grade					
<u>Comments:</u>					



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Residency Preceptor Evaluation of the Student**

The nursing administration and faculty of Kentucky State University wishes to express our gratitude for serving as residency preceptor for a DNP student during the semester. By completing the following form, preceptors evaluate the student's current achievement of the DNP Program Outcomes.

**Student's Name** \_\_\_\_\_

The Kentucky State University DNP Student was able to:	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
Utilize epidemiologic, scientific findings from nursing and other clinical disciplines, as well as organizational, political, and economic sciences, to develop practice initiatives that will improve the quality of healthcare delivery.						
Assume organizational and system leadership in the analysis, delivery, and management of nursing care.						
Provide organizational and systems leadership to develop care delivery models that are fiscally responsible and demonstrate sensitivity to diverse organizational cultures.						
Engage in clinical scholarship to evaluate the effectiveness of evidence-based efforts in the planning and practice of healthcare program delivery to individuals and communities.						
Utilize theories, concepts, and analytic methodologies to design, implement, and evaluate practice by applying evidence to transform nursing systems.						
Collaborate with healthcare professionals, consumers, and other stakeholders to influence health policy and health promotion/disease prevention endeavors at the local, state, federal, and/or international levels that improve patient and population health outcomes.						
Implement the highest level of advanced nursing care to produce						

high-quality, cost-effective outcomes for diverse patient populations.						
Contribute to the knowledge of best practices nursing interventions and the dissemination of outcomes through professional writing and presentations.						
Develop practice standards based on the integration of ethics and evidence-based nursing care.						

Please make additional suggestions as needed.

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\_\_\_\_\_  
Preceptor's Printed Name

\_\_\_\_\_  
Preceptor's Signature

\_\_\_\_\_  
Date



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum and Residency  
Preceptor Evaluation of the DNP Preceptorship Experience**

The nursing administration and faculty of Kentucky State University wishes to thank you for serving as clinical and/or residency preceptor for a DNP student during the semester. The following questions are designed to help us assess the preceptor role. Thank you for your cooperation.

**Instructions:** In the blank located to the right of each statement, please check whether you agree or disagree with the statement. Comments would be appreciated on all statements with which you disagree.

	Agree	Disagree	Not Applicable	Comments
1. I feel the preceptorship experience was a valuable learning experience for the student.	_____	_____	_____	
2. The demands on my time as a preceptor were appropriate.	_____	_____	_____	
3. The preceptor role was beneficial to me as well as to the student.	_____	_____	_____	
4. I would be willing to serve as a preceptor for another KSU DNP nursing student.	_____	_____	_____	
5. The orientation process (i.e. student's personal learning objectives and goals developed for the clinical rotation, overview by faculty) was beneficial.	_____	_____	_____	
6. Do you have any suggestions or comments that might help to make the preceptorship experience more meaningful?				_____

Thank you for completing this form.

Preceptor \_\_\_\_\_

Semester and Year \_\_\_\_\_



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum and Residency Preceptor Evaluation  
Faculty Form**

**Student** \_\_\_\_\_

**Course** \_\_\_\_\_

**Semester and Year** \_\_\_\_\_

**Preceptor** \_\_\_\_\_

<b>Criterion</b>	<b>Met</b>	<b>Not Met</b>
Meets qualifications to serve as a DNP preceptor		
Signed and returned the Preceptor Acknowledgement form		
Signed the student's clinical hour log		
Completed the DNP student evaluation(s)		

**Comments:**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**



**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Clinical Practicum Preceptor Evaluation  
Student Form**

**Student** \_\_\_\_\_

**Course** \_\_\_\_\_

**Semester and Year** \_\_\_\_\_

**Preceptor** \_\_\_\_\_

Preceptor Evaluation	Check one	
	Yes	No
1.) Preceptor makes time for student to review chart and plan care with preceptor before patient encounter, as appropriate for student's development level. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
2.) Preceptor makes time for student to review visit and plan of care after encounter. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
3.) Preceptor provides opportunities for student to learn how to consult appropriately. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
4.) Expectations for student performance are consistent with accepted professional and competencies for safe beginning level practices. Comments:	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>5.) Preceptor evaluates student documentations evidence of critical thinking.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6.) Preceptor requires problem-focused documentation of patient care that is accurate and complete.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>7.) Preceptor provides opportunities for student to learn to prescribe, triage, and evaluate and follow-up of laboratory results.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>8.) A preceptor reviews and signs all student documentation of care.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>9.) The preceptor practices in a manner consistent with the professional organization.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>10.) The preceptor demonstrates equitable care to all populations across economic levels and culturally diverse populations as observed by the site visitor.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>11.) The preceptor demonstrates a mechanism to enhance/ maintain or facilitate continuity of client care.</b></p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>12.) The Preceptor provides evidence of a process whereby patients are active participants in their own care (e.g., informed consent, orientation to the practice, documentation of patient education process).</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>
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**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program  
Residency Preceptor Evaluation  
Student Form**

**Student** \_\_\_\_\_

**Course** \_\_\_\_\_

**Semester and Year** \_\_\_\_\_

**Preceptor** \_\_\_\_\_

Preceptor Evaluation	Check one	
	Yes	No
1.) Preceptor makes time for the student, as appropriate for student's development level. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
2.) Preceptor provides opportunities for the student to learn and guides the scholarly project process. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
3.) Expectations for the student performance are consistent with accepted professional and competencies for safe beginning level practices. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
4.) Preceptor evaluates student critical thinking and scholarly project activities. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
5.) The preceptor practices in a manner consistent with the professional organization. Comments:	<input type="checkbox"/>	<input type="checkbox"/>

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**Graduate Nursing Program  
Adult-Gerontology Primary Care DNP Program**

**Clinical Practicum and Residency Clinical Site Evaluation  
Student Form**

**Student** \_\_\_\_\_

**Course** \_\_\_\_\_

**Semester and Year** \_\_\_\_\_

**Preceptor** \_\_\_\_\_

Site Evaluation	Check one	
	Yes	No
1.) The site has adequate space and resources for students to work, study, rest, and complete course requirements. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
2.) The practice site can be accessed safely by the student. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
3.) Clinic staff welcomes student. The environment is pleasant and friendly environment. Comments:	<input type="checkbox"/>	<input type="checkbox"/>



**Graduate Nursing Program  
Student Acknowledgment of Receipt of Graduate Nursing Handbook**

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My signature below indicates that I have received and read the Graduate Nursing Handbook.

I understand that the policies contained within these documents apply directly to me and to all students in the Graduate Nursing Program. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from the Graduate Nursing Program and/or affect my standing as a student at Kentucky State University.

**Name (please print):** \_\_\_\_\_

**CWID (Student ID):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact information (please PRINT clearly):**

**Local Address:** \_\_\_\_\_

\_\_\_\_\_

**Local Phone:** \_\_\_\_\_

**KSU E-Mail:** \_\_\_\_\_