

**Master of Science in Nursing
Family Nurse Practitioner
Student Handbook**



School of Nursing

Northern Michigan University

2021-2023

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UNIVERSITY AND NURSING PROGRAM CONTACT INFORMATION	
<p>ACADEMIC & CAREER ADVISEMENT CENTER 3302.1 C. B. Hedgcock (906) 227-2971 https://nmu.edu/acac/</p>	<p>ADA B. VIELMETTI HEALTH CENTER Gries Hall, Ground Floor (906) 227-2355 https://www.nmu.edu/healthcenter/</p>
<p>ADMISSIONS 2212 C. B. Hedgcock (906) 227-2650 https://www.nmu.edu/admissions/</p>	<p>TECHNICAL SUPPORT SERVICES HELP DESK 116 Learning Resources Center (906) 227-2468 http://it.nmu.edu/helpdesk</p>
<p>AUTOMOBILE REGISTRATION Public Safety, 102 Services Building (906) 227-1476 https://www.nmu.edu/publicsafety/</p>	<p>WRITING CENTER 111G Learning Resources Center (906) 227-2683 https://nmu.edu/writingcenter/</p>
<p>BARNES AND NOBLE – NMU BOOKSTORE Northern Center (906) 227-2480 or 888-458-8668 https://nmu.bncollege.com/shop/nmu/home</p>	<p>ID CARDS - WILDCAT EXPRESS CENTER Northern Center (906) 227-1686 https://nmu.edu/wec/</p>
<p>CENTER FOR TEACHING AND LEARNING (CTL) Learning Resources Center #106 (906) 227-2483 https://www.nmu.edu/ctl/home</p>	<p>CAREER SERVICES 3302.3 C. B. Hedgcock 227-2800 https://nmu.edu/careerservices/</p>
<p>CHILD CARE INFORMATION Human Resources (906) 227-2330 https://nmu.edu/hr/weecare-childcare-services</p>	<p>INCLEMENT WEATHER LINE 100 Services Building (906) 227-BRRR (2777)</p>
<p>COUNSELING AND CONSULTATION SERVICES 3405 C. B. Hedgcock (906) 227-2980 https://www.nmu.edu/counselingandconsultation/</p>	<p>INFORMATION – CAMPUS OPERATOR On-campus: Dial 0 Off-Campus: Dial (906) 227-1000</p>
<p>DEAN OF STUDENTS OFFICE 2001 C. B. Hedgcock 227-1700 https://www.nmu.edu/dso/</p>	<p>LYDIA M. OLSON LIBRARY Elizabeth and Edgar Harden Hall (906) 227-2260 http://library.nmu.edu/</p>
<p>DISABILITY SERVICES Office of Dean of Students 2001 C. B. Hedgcock (906) 227-1700 https://nmu.edu/disabilityservices/</p>	<p>VETERANS SERVICES Student Support Services Suite 2101 D C. B. Hedgcock (906) 227-1715 https://www.nmu.edu/veterans/</p>
<p>STUDENT EQUITY AND ENGAGEMENT CENTER 3001 Hedgcock (906) 227-1554 https://nmu.edu/seec/</p>	<p>REGISTRAR 2202 C. B. Hedgcock (906) 227-2278 https://nmu.edu/registrar/</p>

<p>EMERGENCIES OR AMBULANCE Dial 911</p>	<p>RETTIG NURSING TECHNOLOGY CENTER (NTC) The Science Building #1609 (906) 227-2615 https://www.nmu.edu/nursing/rettig-nursing</p>
<p>FINANCIAL AID 2107 C. B. Hedgcock (906) 227-2327 https://www.nmu.edu/financialaid/</p>	<p>SCHOOL OF NURSING 2301 Weston Hall (906) 227-2834 or (906) 227-2833 https://nmu.edu/nursing/</p>
<p>GRADUATE STUDIES AND RESEARCH 401 Cohodas Hall (906) 227-2300 http://www.nmu.edu/graduate_studies/</p>	<p>GLOBAL CAMPUS OFFICE 603 Cohodas Hall (906) 227- 1200 https://nmu.edu/online/</p>

CHAPTER ONE: INTRODUCTION TO THE GRADUATE NURSING PROGRAM

History of Nursing Programs at Northern Michigan University

Founded in 1899 in Marquette Michigan, Northern Michigan University (NMU) began as a regional teacher's college with a faculty of six, teaching thirty-two enrolled students on a 22-acre campus. Today, NMU is a major comprehensive university, employing over 300 full and 260 part-time faculty and offering more than 180 programs to 9,098 enrolled students on a 336-acre campus. NMU serves as a major educational, economic, cultural and recreational resource for this region. While much about NMU has changed since 1899, what remains unchanged is its reputation for excellence and innovative educational opportunities, its caring faculty and staff, and rural setting. NMU is a state-assisted institution accountable to an appointed Board of Trustees. The university manages its affairs within a system of shared governance with Dr. Fritz Erickson, currently the university president. NMU is accredited by The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools.

In 1969, the NMU Board of Control gave unanimous approval to initiate a nursing curriculum outlined by appointed program director, Dr. Margaret Rettig, and two faculty. The program was immediately successful and a rapid expansion of students and faculty necessitated the creation of a separate department (the Department of Nursing) with its own administration by 1978. Today, the School of Nursing has state of the art, Nursing Technology and Nursing Simulation centers with extensive resources for students, including simulated human patient laboratories which contain high fidelity adult, pregnant female, infant, and pediatric simulators. These facilities are being utilized primarily by the nursing program. However, other health programs, as well as Michigan State University's Medical School also use these simulation facilities.

Programs in the School of Nursing

In 1985, a graduate program in nursing was initiated by the Department of Nursing and the College of Graduate Studies in response to a demonstrated need for graduate nursing education in the region. The first graduate program leading to a Master of Science in nursing degree was in Nursing Service Administration. Two additional tracks, the Adult Health Clinical Nurse Specialist and Advanced Practice Nurse in Family Health were developed in response to identified regional needs and health care trends. In response to analysis of health care needs and student enrollment trends, the Nursing Service Administration and the Adult Health Clinical Nurse Specialist tracks were later discontinued and a Family Nurse Practitioner program was adopted. In August, 2014, the School of Nursing initiated its first Doctor of Nursing Practice (DNP) program.

The School of Nursing offers a Bachelor of Science in Nursing (BSN), RN to BSN, LPN to BSN, MSN, and DNP programs. The baccalaureate program is in accord with the statutory guidelines of the Michigan Department of Licensing and Regulation of the State Board of Nursing. The BSN and DNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The School of Nursing will pursue initial accreditation for the MSN program in 2022 (www.ccneaccreditation.org).

NMU Global Campus

In 2017, NMU began offering online degree programs through the Global Campus initiative. Because the MSN and DNP programs are primarily online, students are registered under Global Campus. The goal of Global Campus is to meet the learning and service needs of online students by ensuring that the services received are the same high quality as services received by students who are on-campus. Some of the benefits of Global Campus include in-state tuition and access to no-cost, LTE Internet service through NMU's Educational Access Network (EAN). The EAN is rapidly expanding and is currently available to all

students who live in service areas in the Upper Peninsula of Michigan and northern Wisconsin. More information about Global Campus can be found at: <https://nmu.edu/online/>.

School of Nursing Philosophy

The faculty at the NMU School of Nursing have the responsibility to implement three major functions of the university, which are teaching, scholarship, and service. The faculty believe that in a dynamic society, education for membership in a profession includes not only development of competence, but also socialization as responsible citizens in a global environment. The faculty express this belief through teaching theory and evidence-based nursing and instilling in students a sense of service to the community and society.

The faculty believe that professional practice requires a liberal education. The university provides an environment of academic inquiry in which students are grounded in the arts, sciences, and humanities. This education provides a common body of knowledge upon which the nursing curricula continue to develop the student's ability to think critically, intervene therapeutically, communicate effectively, and understand the value and ethics, which are foundational to professional practice. The baccalaureate degree provides the foundation for entry into professional nursing practice and readies the student for further study at the graduate level. The master's and doctoral degrees build on undergraduate education and prepare students to function in advance practice nursing roles, eventually leading to the highest (doctoral) level.

The faculty view learning as an active, continuous, cooperative, and developmental process that is reciprocal between the learner and teacher. The learner is actively engaged, and a self-directed participant in the teaching-learning process, demonstrating accountability, integrity, and a quest for learning. The teacher serves as a resource person and role model, guiding and facilitating the learning process in an environment in which the learner has the opportunity to integrate knowledge, skills, values, beliefs, and self-awareness. Learning is recognized as a life-long process of continuous improvement and growth.

The faculty supports adherence to professional nursing standards and provides curricular guidance for the preparation of professional, advanced practice nurses that critically appraise and translate research evidence into practice settings to improve and transform health care. The curricula foster the development of graduates who think critically, make evidence-based decisions, communicate effectively in interprofessional environments, advocate for high quality, cost-effective care, and practice competently and compassionately. Transformational leadership skills are essential to respond to the clinical, organizational, technological, and fiscal challenges inherent in a rapidly changing practice environment.

Mission Statements

School of Nursing Mission

The mission of the NMU School of Nursing is to cultivate a collegial, individualized, and innovative environment for students, faculty, and staff that prepares nurses to provide safe and competent care to ever-changing and diverse populations.

Program Mission

The mission of the Master of Science in nursing program is to provide a supportive, connected, and innovative community that prepares graduates who are competent and qualified to provide safe, high-quality care to patients across the lifespan in a diverse world.

Program Objectives: Upon completion of the program, graduates will be able to:

1. Analyze epidemiological, biostatistical, genetic, environmental, and social factors related to individual, aggregate, and population health to deliver innovative, holistic, and culturally competent clinical prevention interventions and strategies.
2. Implement evidence-based models of care to facilitate access to cost-effective, safe, high quality health care that improves patient and population health outcomes.
3. Assume a leadership role by implementing quality and safety initiatives within an interdisciplinary team that improves health care outcomes.
4. Analyze outcome data from information systems and patient care technologies to support safe practice environments, reduce patient risks, and improve health outcomes.
5. Use critical and reflective thinking to independently and collaboratively evaluate peers and personal/professional achievements.
6. Advocate for policies that improve the health and wellbeing of the public and support the professional values and standards of advanced practice nursing.
7. Acquire a foundation for and affirm the value of lifelong learning and professional development.
8. Critically evaluate and apply findings from evidence-based practice and research to promote best practice, manage risks, reduce health disparities, and improve access to care for individuals, families, and communities in rural settings.

CHAPTER TWO: MASTER OF SCIENCE IN NURSING PROGRAM

Program Description

The School of Nursing at NMU provides a program of study for nurses that leads to a Master of Science in nursing (MSN) degree with specialization as a Family Nurse Practitioner. The MSN program provides Registered Nurses with advanced knowledge and clinical skills to serve as primary health care providers. Graduates assume responsibility for assessment and management of a broad range of health needs for individuals and families across the lifespan. Family Nurse Practitioners typically work collaboratively with family care physicians and other professionals within the healthcare system. Graduates practice in a variety of rural ambulatory settings such as primary care offices, hospital outpatient clinics, health maintenance organizations, community health clinics, tribal health centers, and specialty clinics.

Courses are delivered on a part-time basis using a low-residency model, which includes online coursework with occasional on-campus visits. Clinical practicum hours may be completed in the student's community with an approved preceptor. In addition to clinical practicum experiences, students may choose to take elective courses in nursing or other areas of graduate study.

Program of Study

The curriculum consists of 45 credit hours, which includes 720 supervised clinical practice hours. The program is completed in two and a half years. Students will participate in three mandatory on-campus visits, which will take place in summer and fall semesters of 2021 and winter semester of 2024.

Accreditation Statement

The MSN program will pursue initial accreditation in 2022 by the Commission on Collegiate Nursing Education. Students are encouraged to visit the website for further information:
www.ccneaccreditation.org

Curriculum

Year 1: Fall

NU 510 Theoretical and Scientific Foundations for Evidence-Based Practice 4 credits
NU 540 Professional Role Development..... 2 credits

Year 1: Winter

NU 512 Organizational and Systems Leadership for Quality Improvement and Safety 3 credits
NU 520 Health Policy and Advocacy for Improving Rural and Population Health..... 3 credits

Year 1: Summer

NU 541 Advanced Health Assessment..... 3 credits
NU 513 Analytic Approaches for Advanced Nursing Practice.....3 credits

Year 2: Fall

NU 552 Advanced Pathophysiology..... 3 credits
NU 554 Advanced Pharmacology..... 3 credits

Year 2: Winter

NU 542 Primary Care Management-1..... 3 credits
NU 543 Clinical Practicum-1 (16 hours/ week) 4 credits

Year 2: Summer

NU 544 Primary Care Management-2 3 credits
 NU 545 Clinical Practicum-2 (24 hours/week) 4 credits

Year 3: Fall

NU 546 Primary Care Management-3..... 3 credits
 NU 547 Clinical Practicum-3..... 4 credits

Total Credits: 45

Curriculum Model

The curriculum includes three components:

1. **Graduate Nursing Core (15 credits):** Content deemed essential for all students who pursue a graduate degree in nursing, regardless of specialty.
2. **Direct Care Core (9 credits):** Essential content that is used to provide direct patient/client services at an advanced level.
3. **Functional Area Content (21 credits):** Includes clinical and didactic learning experiences for the family nurse practitioner (population focused) role.

Curriculum Model Master of Science in Nursing Program			
Graduate Nursing Core	Direct Care Core	Functional Content - FNP Specialty	
NU 510 = 4 credits NU 540 = 2 credits NU 512 = 3 credits NU 513 = 3 credits NU 520 = 3 credits	NU 541 = 3 credits NU 552 = 3 credits NU 554 = 3 credits	Theory Courses NU 542 = 3 credits NU 544 = 3 credits NU 546 = 3 credits	Clinic Courses (720 clinic hours) NU 543 = 4 credits NU 545 = 4 credits NU 547 = 4 credits
Total Credits = 15	Total Credits = 9	Total Credits = 9	Total Credits = 12
			Total = 45

CHAPTER THREE: ADMISSION POLICIES

Admission to Northern Michigan University – Office of Graduate Studies and Research

1. Complete an application for admission to the Office of Graduate Studies and Research and submit the application electronically along with a **\$50.00 application fee**. The application is available at <https://www.nmu.edu/application/?ref=graduate>. Students must be admitted by the Office of Graduate Studies and Research and by the School of Nursing for the MSN program.
2. Send official transcripts from all universities previously attended (with the exception of NMU) directly to the Office of Graduate Studies and Research. Transcripts can be sent electronically or by mail. More information about transcripts and Graduate Studies Office requirements can be found at: <https://www.nmu.edu/graduatestudies/graduate-admission>.
3. Must have a BSN from an accredited nursing program with a minimum 3.0 GPA.

Admission to the School of Nursing

1. Download and complete an application for admission to the School of Nursing application for admission to the Master of Science in Nursing Program. The application can be found at: <https://nmu.edu/nursing/MSN#Admission>
2. Other requirements include:
 - Current RN license within the United States.
 - A current resume.
 - Three recommendations: one academic (candidates who have graduated within the last three years must include a faculty recommendation) and two clinical colleagues or manager. Please use the recommendation forms provided at: <https://nmu.edu/nursing/MSN#Admission>
 - One-page written description of your goals for graduate study. This is submitted with the application materials. The document should be typed using a computer with Times New Roman, 12 pt. font, and double-spaced.
3. Upload all of the application materials to the Office of Graduate Studies and Research webpage: <https://www.nmu.edu/application/?ref=graduate>
4. Email Melissa Romero (mromero@nmu.edu) to confirm that all of the application materials have been received.
5. Application materials will be reviewed by faculty and the applicant will receive a letter for the Office of Graduate Studies and Research and the School of Nursing informing his/her of their admission status.

Other Desirable Qualifications

1. Completion of an undergraduate or graduate level statistics course (preferred but not required).
2. Completion of a health assessment course in undergraduate program with a B or better.
3. Completion of courses in anatomy and physiology in an undergraduate or graduate program with a B or better.

Computer Requirements

Students are encouraged to participate in NMUs laptop program and must have access to a high-speed Internet connection. Students should be proficient in using Microsoft Word, PowerPoint, e-mail, and accessing the Internet.

Students Applying Out-of-State

Because the MSN program is affiliated with Global Campus, students applying from outside of Michigan will not be required to pay out-of-state tuition.

Students who reside in a state other than Michigan are expected to contact their State Board of Nursing to ensure that after receiving a diploma from NMU, they will be able to meet the requirements to practice as a Nurse Practitioner in that state.

Transfer Students

Students transferring to NMUs School of Nursing from another graduate nursing program must provide proof of good standing from their previous program and academic transcripts. These documents will be reviewed by the Graduate Program Coordinator before admission to the program will be considered.

Application Deadline

The application deadline for fall admission is June 1, 11:59 PM Eastern time

Application Review

Faculty in the School of Nursing review all applications. A scoring grid is used to determine whether students meet the criteria for admission. Students are notified by email and physical mail of their admission status.

Admission to Program: Applicants who have met the admission criteria but have not taken their NCLEX examination are *conditionally* admitted to the program until verification of successful completion of the NCLEX examination is received.

Waiting List

The number of students who can be admitted to the program is based on seat availability. The School of Nursing reserves the right to choose which applicants are admitted to the nursing program. Applicants who meet all requirements for admission are placed on a waiting list if there is limited seat availability. The waiting list is maintained through the first week of classes the following semester. **Applicants on the waiting list who are not admitted, must reapply for the next admission cycle.**

Applications from applicants who do not meet the admission criteria listed above or whose application is incomplete are not reviewed by faculty.

Types of Admission Status

Regular Admission: Students who meet the admission requirements of NMU and the School of Nursing are granted regular admission status.

Conditional Admission: Students who do not meet the admission requirements may be admitted to the program on conditional status. With conditional status, students may enroll in courses until completion of 12 graduate credits. If at that time, the student has achieved a cumulative GPA of 3.0, then regular status is granted. If a 3.0 cumulative GPA is not achieved after completion of 12 graduate credits, students are not permitted to apply for candidacy or continue in the program.

Non-Degree Admission: Students who do not wish to obtain a graduate degree, but have interest in work beyond their baccalaureate degree may be admitted as a non-degree student. Students who are

non-degree can later elect to change to a degree-seeking program by petitioning for admission with a Request for Change in Curriculum form, available in the Office of Graduate Studies and Research. All other admission requirements established by the School of Nursing and the Office of Graduate Studies and Research must be met.

CHAPTER FOUR: PROGRESSION AND RETENTION

Graduate Bulletin and NMU Student Handbook

The School of Nursing graduate program follows all policies set by the Office of Graduate Studies and Research. It is the responsibility of graduate students to be familiar with the policies and procedures contained in the current *Graduate Bulletin* at:

<http://www.nmu.edu/graduatebulletin/?&SessionID=520722>. Please also read and refer to the NMU Student Handbook <http://www.nmu.edu/studenthandbook>. Further information is available from the Dean of Students office: 2001 Hedgcock, (906) 227-1700.

Academic Advising and Registration for Courses

Academic Advising

Melissa Romero, PhD, FNP-BC is the Graduate Program Coordinator and serves as the academic advisor for the MSN students. Dr. Romero is available to assist students in registering for classes, answer questions about career choices, academic policies, graduation, and national certification and state licensure requirements. Students are ultimately responsible for meeting the academic requirements for the MSN degree. If you have any questions about the program, you may contact Dr. Romero by phone (227-2488), email: mrromero@nmu.edu, or at the office (2131 New Science Facility).

Registration for Classes

Students may register for classes online at: <https://mynmu.nmu.edu/>. This website allows students to perform many tasks such as register for classes, check class schedules, view grades, academic transcripts, check financial accounts, pay university bills, and access NMU email. A user ID and password are required to register for courses and to log onto the website. Students who have trouble accessing the website should contact the NMU Help Desk: helpdesk@nmu.edu, 906-227-2468, Room 116 Learning Resources Center. More information about registration for courses is available at: <http://www.nmu.edu/registrar/registration>

Hold Policy

NMU places a hold on a student's registration for classes when a student has not met conditions or obligations due to the university. To have an advising registration hold removed, contact your advisor. A registration hold may be placed for the following reasons:

Financial	Academic	Admissions/Registrar
Disciplinary	Library Books	Graduate Studies & Research
Medical	Public Safety	Advisor Hold

A more detailed description of the hold policy is provided in the *Graduate Bulletin* at: <http://www.nmu.edu/graduatebulletin/?&SessionID=520722>.

Computer Requirements

Full-time graduate students (8 credits or more) may participate in NMU's laptop program. Students will receive a Lenovo ThinkPad with a standard set of hardware and software and access to campus network

applications. The Help Desk provides support to students for NMU issued software and computers. Assistance is available via email: helpdesk@nmu.edu, telephone (227-2468) or walk-in service - 116 Learning Resources Center. Part-time students are *strongly encouraged* but are not required to participate in the laptop initiative. The cost for the rental fee is \$385.00 per semester.

Students must be proficient in using the following:

- Microsoft Products
- Power Point
- E-mail
- Accessing the Internet (must have a high-speed Internet connection) as most courses are offered online.

Email Policy

All course electronic mail will only utilize NMU addresses. E-mail will be answered within 48 working hours. Weekend email responses will be variable.

Grades

The grading scale used by Office of Graduate Studies and Research with the corresponding numerical values are listed as follows:

Grades / Numerical Value	
A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D+, D, D-, F = 0.0
B- = 2.7	

Grades Consisting of "I", "R", "X", "S", or "U" (see *Graduate Bulletin*)

"I" = Incomplete: The "I" grade applies to work of acceptable quality when the full amount is not completed because of reasons acceptable to the instructor, such as illness. This grade never applies to poor work. If the incomplete is not made up by the established deadline, the "I" grade reverts to the alternate grade designated by the instructor.

"R" = Research in Progress: A grade of "R" may be given to designated graduate courses where research, thesis, or internship work is likely to continue beyond the end of the semester in which the student is registered for the course. The maximum amount of time that can be given to complete an "R" grade is three years from the date of enrollment in the course, although the instructor has the option to specify a shorter period of time. Should the student not complete the work required, the grade of "R" will remain on their transcript, no semester hours of credit will be earned for this course, nor will it enter into the computation of overall GPA.

"X" = Course in Progress: An "X" grade is assigned when a course cannot meet the required number of sessions during the semester because of unusual circumstances or conditions and which, therefore, necessitates an extension of class period beyond the last official day of the semester for reasons such as: adverse weather conditions resulting in cancellation of classes, illness, death, or termination of the instructor.

“S” = Satisfactory: A grade of “S” is issued when a course has been satisfactorily completed. Courses graded “S” are counted in earned hours. The grades are not included in the computation of the GPA.

“U” = Unsatisfactory: A grade of “U” is issued when a course has not been completed satisfactorily. Courses graded “U” are included in attempted hours. The grades are not included in the computation of the GPA

Academic Standards

School of Nursing Grading Policy

Students must earn the equivalent of an 83% (B grade) or better to pass each course. Score percentages for final grades in courses of ≥ 0.50 are rounded up and score percentages of ≤ 0.49 are rounded down. If a student achieves less than 83%, in a course, the course may be repeated once.

Repeating Courses (See Graduate Bulletin)

A student may repeat a maximum of two graduate courses. However, individual courses may be repeated only once. The grade received on the second attempt is substituted for the first grade in the computation of the student’s GPA.

Time Limitation (See Graduate Bulletin)

All credits and requirements applied toward the MSN degree including transfer credits must be completed within seven years prior to the date on which the degree is to be conferred.

Retention in the Nursing Sequence

Since the program is cohort based, students admitted to the program have a space reserved for them in all nursing courses as long the student is progressing normally. Courses are offered every two and a half years. If a student falls out of the normal sequence of courses, the student may be required to wait until the course is offered again or the student may be able to take the course as a directed study. The directed study option must be approved by the Associate Dean/Director, Graduate Program Coordinator, and supervising faculty.

Retention in the Nursing Sequence

In addition to the requirements stated above, to remain in the program, the student:

1. Must adhere to the University Student Code.
2. Must demonstrate a pattern of safe clinical practice and professional behavior commensurate with their educational experiences.
3. Maintain an unencumbered professional RN license.

Each student is responsible for reading the *Northern Michigan University Graduate Bulletin* and the *MSN Student Handbook*, and seeking consultation with their academic advisor, Associate Dean/Director, and/or the NMU Dean of Students if questions or concerns arise.

Note: All School of Nursing student policies are clearly described in the MSN Student Handbook and can be accessed here: <https://nmu.edu/nursing/student-information>

It is recommended that ALL students print a hard copy of the Student Handbook.

Withdrawal Policy: Program

Students who are considering withdrawing from the program must contact their instructor(s), their adviser, and the Associate Dean/Director. Students wishing to reenroll in the program must reapply for admission by the identified deadlines and must have a minimum GPA of a 3.0. Readmission may be granted if all admission and retention requirements have been met and as space allows.

Withdrawal Policy: Course

Students who are withdrawing from a course must contact their instructor(s), their adviser and must complete a **Notice of Withdrawal** form at the **Dean of Students Office**, C.B. Hedgcock, Room 2001. Students can withdraw by mail provided that the student states his/her reason for withdrawing, includes his or her student identification number, a photocopy of a valid form of identification (e.g., student ID card, driver's license) and signs a letter requesting the withdrawal. Students may also fax their withdrawal requests to the Office of the Dean of Students at 906-227-1714. Following the proper withdrawal procedure ensures that:

1. The maximum allowable proportion of fees due the student will be refunded,
2. The appropriate grades will be recorded on the student's transcript,
3. The individual records will be properly maintained in the event of future enrollment at NMU or transfer to another university or college.

Student Requests and Grade Appeals

Students Requesting Exceptions to School of Nursing Policy

This handbook serves as a reference for School of Nursing policies. If a student would like to request an exception to any policy, an "Exception to Policy" form must be submitted to the Graduate Committee (**Appendix 6**). It is expected that the student will meet with his/her adviser for guidance prior to submitting the paperwork. The Graduate Committee normally meets once a month and should receive the request two weeks before the next scheduled meeting for the committee to act upon the request. Pertinent supporting data should be attached to the request, such as rationale for the request, description of previous course work and/or syllabi, letters of support from faculty or other appropriate individuals and/or other appropriate documentation. The student has the option to meet with the committee when the request is discussed.

Grade Appeals

Grade appeals are not requesting an exception to policy. For grade appeals, students are directed to the NMU Student Handbook: <http://www.nmu.edu/studenthandbook> and are required to use the university process and procedures outlined therein. Further information is available from the Dean of Students office: 2001 Hedgcock, (906) 227-1700

Graduation and Degree Requirements

File Papers

The MSN program requires students to complete and submit two formal file papers to the School of Nursing. The file papers may be assigned as part of a course or associated with a directed study. The paper must be prepared as a formal paper with APA formatting (7th edition) prior to submission. Specific instructions for writing the paper can be found in course syllabi (NU 510 and NU 747). Students must receive a grade of 83% or higher to submit the file paper. The submission process for each paper includes the following:

- Submit a File Paper Submission Form. You can access this form as a [google doc](#)

- Include a copy of your paper with your professor's feedback
- Highlight in yellow all areas that were updated in the paper in response to professor feedback
- Complete the summary table on the form summarizing how you addressed the professor's feedback

File papers and the File Paper Submission Form can be submitted electronically to Melissa Romero, the Graduate Program Coordinator. Following submission, the Graduate Program Coordinator will complete and submit a Verification of Completion of Graduate Projects form the Office of Graduate Studies and Research at least 20 days prior to the student's date of graduation.

Standardized Comprehensive Examinations

Prior to beginning clinic and at graduation, students will take Standardized Comprehensive examinations in a proctored setting. These examinations include multiple-choice questions that have been tested for reliability and validity. The examination taken prior to the start of clinic evaluates student knowledge of the 3 P's (pharmacotherapeutics, pathophysiology, and physical assessment). The purpose of this test is to determine the level of clinical readiness and identify areas of weakness for the student to focus on prior to beginning clinic. The second examination is administered during the final semester of the program. The results on this exam predict the likelihood of success on the national certification exam. This is a 3-hour exam with 150 questions. Once the exams have been completed, students receive their results immediately with correct answers and rationale. There may be fee to take these exams. ***It is strongly recommended that students receiving low scores on the exit exam should complete a certification review course prior to taking the national certification examination.***

The benefits of these tests include:

- Individual assessment and notification of performance with identification of specific areas of strengths and weaknesses.
- The tests provide practice for taking the national certification exam.

Graduation Ceremony

Students will register for graduation in the final semester of the program. All students must register for graduation regardless of whether they are planning to participate in the commencement ceremony. Graduates are hooded by the Provost and Vice President for Academic Affairs at the NMU commencement ceremony. Students who choose to participate in commencement must order identical hoods. Prices for regalia (cap, gown, and tassel) vary and students may choose more or less expensive purchasing or rental options. For more information, students can email Paul Wright pwright@nmu.edu at the bookstore. See below for estimated graduation costs.

Estimated Graduation Costs

All stated prices are estimates only.

- NMU graduation fee: \$40
- Hood: \$170 + tax
- Regalia package (cap, gown, and tassel): \$69.98 - \$630

Graduation Party

The School of Nursing will host a graduation party at NMU in the days prior to commencement. Students and family members are invited to the event, in addition to faculty, preceptors, administration, and Board of Trustee members. Drinks and appetizers will be provided.

National Certification

Graduates are eligible for national certification as a Family Nurse Practitioner and Michigan specialty licensure. National certification is required to practice in Michigan and other states. The national certification exam is offered by two certifying bodies: The American Nurses Credentialing Center (ANCC) and the American Academy of Nurse Practitioners National Certification Board (AANPCB). Both certifications are recognized in all states. Please check their websites for the most up-to-date information. The following includes a comparison of the two examinations.

	ANCC	AANP (BC)
Cost	ANA Member = \$295 AANP Member = \$340 Non-Member = \$395	ANA Member = No discount AANP Member = \$240 Non-Member = \$315
Type of Exam	Computer-Based Multiple Choice Test	Computer-Based Multiple Choice Test
Content Areas	Foundations for Professional Practice Professional Practice Independent Practice	Assessment Diagnosis Plan Evaluation
Exam Dates	Scheduled at candidate's convenience and are generally offered 5-6 days a week, depending on the site.	Scheduled at candidate's convenience and are generally offered 5-6 days a week, depending on the site.
Exam Sites	More than 300 Prometric testing centers across country. One in Marquette, Green Bay, Sault Ste. Marie	Many PSI testing centers across the US. Testing is available in Marquette, Gaylord, Duluth
Initials used after successful completion of exam	FNP-BC (Family Nurse Practitioner-Board Certified) Certification is valid for 5 years	NP-C (Nurse Practitioner-Certified) or FNP-C Certification is valid for 5 years
Retesting	Minimum 60-day waiting period after your original test date. The test can be taken no more than 3-times in a 12-month period	May retake the exam in the next testing window. Exam cannot be taken more than twice in a calendar year. Fifteen CEU's in area of weakness required for retesting.

Michigan Specialty Certification

Students who plan to practice as nurse practitioners in Michigan must apply to the State Board of Nursing for specialty certification licensure. Nurses in Michigan may not use the title "nurse midwife," "nurse anesthetist", "clinical nurse specialist", or "nurse practitioner" unless they have achieved nurse specialty certification licensure from the State Board of Nursing. Application materials are available online at: www.michigan.gov/miplus.

CHAPTER FIVE: COURSE RELATED POLICIES AND INFORMATION

Faculty/Staff Communication

The assigned NMU email address is the official means of communication at NMU for all purposes including advising. Non-NMU emails will automatically be delivered to the instructor's SPAM inbox and will not be visible. Some faculty may ask for alternative forms of communication to reach students more efficiently during clinic times.

Attendance

Class Attendance

Because this is an on-line program, students are not required to attend class sessions on-campus. However, online class participation is required. Students are responsible for timely submission of all course assignments. Refer to individual course syllabi for details.

On-Campus Meetings and Events

Students will be required to meet on-campus three times during the program. The first on-campus meeting will take place in summer of 2022, the second meeting will take place in fall semester of 2022, and the third meeting will take place just prior to graduation. There will also be optional opportunities to meet on-campus for various events, such as the faculty meet-and-greet and other events. The optional events will be recorded for distance students and for those who are unable to attend. Additional information about on-campus meetings and events will be provided by the Graduate Program Coordinator.

Make-up Examinations/Assignments

Students are responsible for contacting the instructor prior to assignment/exam due dates and deadlines for make-up in the case of an excused absence. If the faculty member cannot be reached, the student **must** leave a message on the faculty member's office telephone and notify him or her via e-mail. Within two school days following the student's return, he/she must contact the faculty member regarding the make-up assignment/examination. Scheduling of make-up examinations/assignments is at the discretion of the faculty member. An alternative test may be given in place of the original test. Any breach of the above or an unexcused absence may result in a reduction of the student's score. Please review specific course syllabi.

APA Format Requirements

The American Psychological Association (APA) 7th edition has been selected by the School of Nursing as the style guide for written papers. Questions about APA formatting can be directed to individual course faculty or to Mike Strahan, mstrahan@nmu.edu, the library liaison for the School of Nursing.

Resources for appropriate use of APA include:

- Official APA "Electronic Reference Formats" document.
 - www.apa.org
- NMU Olson Library (Reference User Guides)
 - www.nmu.edu/library

Course and Faculty Evaluations

For **teaching faculty**, the evaluation of the instructor shall include student evaluations from each course, including courses that are taught outside the faculty member's department. The collection of student

evaluations shall be prescribed so that the anonymity, security, completeness, and integrity of the student responses are preserved.

Students will also be requested to complete an evaluation of every nursing course and clinical site/preceptor. Evaluations will be collected using an electronic format in EduCat. Student evaluations will be available for completion in the final two weeks of each semester.

Faculty access to student evaluation materials will be prevented until after grades for the course have been submitted and the time-period for posting grades has concluded.

During the final semester of the program, students will complete an end-of-program effectiveness survey. This survey will be collected using an electronic format in EduCat.

Within one-year after graduation, students will receive an alumni survey either in the mail or electronically. The survey is used to collect data on program effectiveness.

Clinical Practicum Courses

The clinical practicum courses permit students to work with clinical experts in a primary care setting while under the guidance of a faculty member. These courses provide opportunities to meet the American Association of Colleges of Nursing's (2011), *Essentials of Master's Education*. The Essentials include nine competencies that must be attained by all MSN graduates. The essentials are listed below:

1. Background for Practice from Science and Humanities
2. Organizational and Systems Leadership
3. Quality Improvement and Safety
4. Translating and Integrating Scholarship into Practice
5. Informatics and Healthcare Technologies
6. Health Policy and Advocacy
7. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
8. Clinical Prevention and Population Health for Improving Health
9. Master's-Level Nursing Practice

Preceptors

The School of Nursing defines a **preceptor** as "a state licensed and/or certified, and experienced nurse practitioner, physician's assistant, and/or physician that works directly with students and closely with course faculty to facilitate the student's experiences and achievement of clinical practicum objectives".

Criteria for Selection of Preceptors

- I. Must be licensed and/or nationally certified in their specialty area with at least one year of clinical experience. Such clinicians may include nurse practitioners, physician's assistants, or physicians. **Note:** Physician assistants can be used as preceptors on a short-term basis but not for extended periods of time.
- II. Preceptors should possess the following the characteristics:
 - Enjoys opportunities to teach others.
 - Role models desired skills and competencies.
 - Willing to socialize the student into the professional role.
 - Willing to allow students to obtain a patient history, perform a physical exam or perform other assessments.

- Willing to allow students to work more slowly than other practitioners.
- Willing to listen to case presentations and answer student's questions.
- Available to check the student's assessment findings.

Preceptor Fee

In addition to tuition, students are charged a preceptor fee of \$66.60 (approximate) per credit each semester. This money is used to pay preceptors in exchange for their services. Preceptors will receive \$1,000 per clinical semester.

Criteria for Selection of Clinical Practicum Sites

- Must emphasize primary care across the lifespan and provide experiences in caring for children, adults, and the elderly. Examples include family practice offices, walk-in clinics, Tribal and other health centers.
- Primary care is defined as, "coordinated, comprehensive and personal care available both on a first contact and continuous basis".
- Students may obtain clinical hours at their place of employment. However, to meet MSN competencies, practicum hours must be distinct from the student's usual employment hours and/or responsibilities as an RN.

Clinical Site Placement

Students are encouraged to take an active role in pursuing primary care clinical sites that meet their academic and clinical interests as well as their geographic preference. Whenever possible, a primary care site in which an experienced DNP and physician function in a collaborative practice model should be selected.

If a student is unable to obtain a clinical site, the Graduate Program Coordinator will work to assign the student to a site. However, if a clinical site is assigned, students should NOT expect that the site will be in the student's area of preference. Often, students are required drive distances of 50 miles or more each week to their clinical sites. The Graduate Program Coordinator will try to place the student at a clinical site in their preference area but placements are limited due to competition between NP, PA, MD, and other students in healthcare fields. All clinical sites/preceptors must be approved by clinical faculty and the Graduate Program Coordinator.

Specialty Rotations

- Because this is an FNP program, the majority of clinical hours each semester must be spent providing care to patients across the life-span. However, some hours can be spent in specialty rotations.
- Students may choose specialty rotations that are approved by the Graduate Program Coordinator. Specialty rotations include dermatology, orthopedics, OB-GYN, pediatrics, and others.

Clinical Practicum Hours

Refers to hours in which **direct** clinical care is provided to individual patients, families, or groups. The minimum number of required clinical practice hours is 240 per clinical course for a total of **720 clinical hours**. The following may NOT be used in lieu of clinical practice hours:

- Attendance at workshops or conferences
- Skills/simulation lab hours
- Physical assessment practice sessions

- Community projects

Procedures for Selection, Approval, and Establishment of Clinical Practicum Sites

- The selection of a clinical site begins at least one semester before the student begins clinical practicum coursework.
- The Graduate Program Coordinator and student will work together to obtain an appropriate clinical site and preceptor.
- Once a site has been approved by the Graduate Program Coordinator, the student and preceptor completes the ***Preceptor-Clinic Agreement Form (Appendix 7)*** and returns the completed form to the Graduate Program Coordinator. ***Please write legibly and provide accurate information on the form.*** The form must be submitted before the student can begin to document patient encounters.
- Once the form has been submitted, the Graduate Program Coordinator and School of Nursing staff establish a written affiliation agreement between the agency and the School of Nursing. Additional paperwork is completed for the preceptor stipend.
- Students are expected to meet with their preceptors prior to the start of the semester to discuss their clinical goals and to negotiate scheduling of the weekly clinical practicum.
- The Graduate Program Coordinator will provide preceptor orientation materials to the preceptor prior to the start of the clinical practicum.

Prioritizing Progression of Students

If there is a shortage of clinical sites, the School of Nursing prioritizes student placements as follows:

1. All students who are normally progressing through the MSN program.
2. Students returning to the MSN program in good standing.
3. Students repeating a course.
4. Transfer students.

Faculty Clinical Site Visit

The course faculty will visit the clinical site to observe the student at least once during each semester of clinical practicum. This visit provides an opportunity for a discussion between the faculty, student, and preceptor concerning the student's clinical performance, the preceptor's role, and the utility of the clinical site in providing meaningful and adequate experiences and opportunities for the student to achieve the course objectives. A second site visit may be requested by the student, the preceptor, or the course faculty for matters of clarification or remediation of previous concerns.

Clinical Hours

- Students are required to complete a minimum of 240 clinical hours each semester.
- Due to liability issues, no clinical hours may be completed between semesters for application to a future course. If students want to spend time in a clinical setting between semesters, it must be done as an individual who is observing a preceptor and **NOT** as an NMU student.
- Students cannot "bank" clinical hours and count the hours toward future clinical courses.
- Due to liability issues, no clinical hours may be completed over scheduled breaks, including Thanksgiving and spring break weeks.

Clinical Course Attendance

Attendance is required for all clinical courses. A minimum number of required attendance days are determined by the faculty member teaching the clinical course. Absences exceeding the allowed number identified by the faculty of record may be reflected in the student's grade and/or may require repetition of the course. Please review specific course syllabi.

It is the responsibility of the faculty to protect patients and students. Therefore, faculty will exclude students from the clinical area due to illness, injury, lack of preparation for practice, inappropriate attire, or any situation deemed unsafe. Absences may or may not be made up and are at the discretion of the faculty.

Clinical Absences

It is the student's responsibility to notify the faculty and preceptor/agency of any absences and to make arrangements for a make-up. Students are expected to follow the guidelines provided in each clinical course. Approval for an absence from the faculty member should be obtained prior to any anticipated absence e.g., illness, family crisis. Or death of a family member. It is within the faculty member's prerogative to determine the acceptability of the student's absence. Please review specific course syllabi. Students must complete ALL clinical hours to pass the course.

Absence Authorization

Students representing an official university or college organization, group, or athletic team who plan to attend an event which necessitates absence from a required experience must obtain approval from the appropriate faculty member. The approval must be sought a minimum of one week prior to the event.

Transportation and Safety

Transportation to Clinical Sites

Students must provide their own transportation to and from clinical facilities. Any transportation costs incurred are the student's responsibility.

Driving / Transporting Patients

Due to liability issues, students are NOT to transport patients in a student's personal motor vehicle and students are not permitted to be passengers in patient's vehicles. Students must be aware of and adhere to any pertinent clinical agency policies.

Weather Emergencies

In the event of inclement weather, faculty in the School of Nursing follow the university's inclement weather policy. If however, the instructor and students are in the clinical setting before classes are canceled, the instructor shall use reasonable judgment in deciding to give students the option to remain in clinic. If the instructor gives students the option to remain and all students choose to do so, the faculty member will also remain in the clinical setting. Please check NMU email, call (906) 227-2777, or local TV stations for cancellations www.nmu.edu/publicsafety/inclement-weather.

Emergency Text Alert Program

NMU offers an instant text-messaging program to alert students, faculty and staff to on-campus emergencies. The service is free, aside from any text messaging fee associated with the cell phone carrier, however individuals must opt in by registering at: myweb.nmu.edu/alerts. Students must have

an NMU e-mail account and a phone that accepts text messages. Students may also sign up family members to receive the same alerts sent to the campus community.

Student Safety

Faculty consider the student's safety when planning clinical experiences. Students are expected to assume responsibility for their own safety and by discussing with the faculty member any situation which the student believes to be unsafe prior to exposing him/herself to risk.

Clinical Requirements

Students are required to complete a criminal background check, urine drug screen, and provide immunization and CPR documentation. Students normally begin the process of meeting these requirements the semester prior to starting clinic. In addition to these items, the clinical site that you are assigned to may have additional requirements and/or documentation that must be submitted.

Criminal Background Check

Criminal background checks (CBC) are required of all students admitted to any nursing program. This requirement is a result of state legislation (Michigan Public Acts, 26, 27, 28 & 29 of 2006) which mandates that criminal background checks be completed by health care providers working in or for health care institutions. Students in clinical nursing programs are subject to this legislation. Students who do not complete a CBC prior to enrolling in the first clinical course are ineligible for placement in most clinical agencies and therefore, may result in the student being unable to progress in the program.

If you have been convicted of a crime, it is your responsibility to find out if your background will prohibit you from being employed as a nurse practitioner. The School of Nursing faculty and staff are NOT able to provide legal advice. If you have any questions about your existing criminal background, you may wish to discuss this with legal counsel before applying to the MSN program.

If you have a felony or misdemeanor record, you may wish to go to the following website for additional information: www.legislature.mi.gov/doc.aspx?mcl-333-20173a.

Specific crimes are listed, Convictions are detailed by clicking on the Legal Guide at: www.miltcpartnership.org/Documents/LegalGuide.pdf.

The purpose of performing a criminal background check is:

1. To identify students who will not be allowed to practice in a clinical site due to a felony conviction or misdemeanor.
2. To identify students who will not be allowed to handle medications and controlled substances in a clinical site.
3. To identify students who are unable to drive self to field experiences required by the clinical rotations in the nursing program.

The above will prevent a student from remaining in the nursing program since they will not be allowed to progress in the program. In summary, if a student's criminal background does not permit him/her to have clinical experiences in our clinical agencies then the student will be withdrawn from the nursing program. Again, please seek legal advice for any questions you may have.

Once accepted into the MSN program, all students must reveal to the Associate Dean/Director of the School of Nursing any criminal behaviors which have resulted in criminal conviction. The conviction will be evaluated to determine if it will prevent the student from being in a clinical facility. Should that happen, it is expected that the student will be expelled from the program.

In addition to criminal background checks, students must remember that while in the clinical settings they must comply with all policies. This may include drug testing, immunization requirements and other required health information as the agency may require. For any questions regarding these requirements please contact the Graduate Program Coordinator or the Associate Dean/Director of the School of Nursing.

CastleBranch

The School of Nursing contracts with CastleBranch.com and will only accept criminal background checks (CBC) performed by this company. The results of your CBC will automatically be stored by CastleBranch.com in their database and the School of Nursing will be able to access the database to confirm compliance with CBC requirements. Go to <https://portal.castlebranch.com/OE66> and under the "Package Selection" tab, choose OE66dnp: Background Check - Medical Document Manager. This package will allow you to create an account, complete your Criminal Background Check (CBC), and set up your Medical Document Manager (Student Immunization Tracker). You are responsible for all costs related to this package plus the drug screening, CPR, and immunization/health requirements listed below.

Drug Screening

All students are required to upload urine drug screen testing results to CastleBranch.com. A medical review will be conducted for all positive urine drug tests. Refusal to test is considered a failed urine drug screen result. A photo ID (student ID, driver's license, or state ID) is required to have the urine drug test done. If a student is on prescription medicine, it is advised to bring the prescription with you.

Upper Peninsula Health System Occupational Medicine Clinic is used exclusively for student urine drug screening. There are two (2) clinic locations:

Peninsula Medical Center
1414 W. Fair Avenue, Suite 35
Marquette, MI 49855
(906) 225-4555

Doctors Park Building
710 South Lincoln Ave. Ste. 800
Escanaba, MI 49829
(906) 786-0440

Upper Peninsula Health System (UPHS) utilizes the same lab and urine drug screen panel that is required for our students. Consequently, if you are an UPHS employee and had urine drug screen testing done as part of your employment it is not necessary to repeat the urine drug screen testing at this time. If you had your urine drug screen testing completed through UPHS:

- After 9/1/2012, please obtain a copy of your results from UPHS Human Resources and upload to the Medical Document Manager at CastleBranch.com.
- Prior to 9/1/2012, please submit your name to Associate Dean/Director for the School of Nursing and verification of your urine drug screen result will be obtained from UPHS.

NOTE: If you had a urine drug screen processed for Northern Michigan University employment in the past, you may not need an additional report. Please contact us. Also, if you do not live in Michigan, contact Dr. Melissa Romero, mrromero@nmu.edu to discuss alternative arrangements.

CPR

Nursing students must provide a course completion card showing evidence of professional level one and two person rescue cardio pulmonary resuscitation (CPR) certification which also includes use of an automated external defibrillator (AED) for adults, children and infants, and choking rescue for adults,

children and infants (American Heart Association Basic Life Support/BLS Provider course). CPR certification must be kept current throughout the nursing program and it is the student's responsibility to provide documentation of current status.

Note: CPR certification must be completed through the American Heart Association. CPR completed through American Red Cross cannot be accepted.

Immunization Requirements

Immunizations must be current with evidence of documentation in CastleBranch a minimum of one week prior to each clinical rotation or you will not be permitted to attend clinic. Students are responsible for all costs associated with immunizations. Please be sure to keep a hardcopy file of all your immunizations and other testing results.

Immunization Records: You may upload your Official State of Michigan Immunization Record (MCIR) with vaccination dates and verification of vaccination completion for any of the following: MMR, Varicella, Tetanus/Diphtheria/Pertussis, Flu vaccine, Hepatitis B. You will need to upload a document for each requirement (upload the same document if using for multiple requirements). Make sure to keep a hardcopy file of all your immunization records and other additional requirements.

1. **Measles, Mumps and Rubella (MMR):** record of two (2) doses or a positive laboratory titer. MMR is a live vaccine as such specific timing of this vaccine needs to be coordinated most specifically with the TB skin test.
2. **Tetanus, Diphtheria, Pertussis (TDAP):** record of one (1) dose. A tetanus booster (Td) is recommended every 10 years thereafter.
3. **Varicella:** record of two (2) doses of Varicella vaccine, or a positive laboratory titer, or documentation of history of Varicella or Herpes Zoster (Shingles) by a healthcare provider (must have healthcare provider signature and date). Varicella is a live vaccine as such specific timing of this vaccine needs to be coordinated most specifically with the TB skin test.
4. **Hepatitis B:** It is required that students complete the hepatitis B vaccination series. It is required that a minimum of two of the three immunizations be completed prior to the student entering any clinical setting. Because of the timing required between doses, it is strongly recommended that students begin the immunization series immediately upon receiving this letter, if not already begun or completed.

If no documentation of immunization is available, and you believe you have had the Hepatitis B vaccination series, then a laboratory titer should be obtained. If the titer is positive, then no further immunization is required. If the titer is negative or equivocal, the student should receive a dose of Hepatitis B vaccine, then repeat the titer in four (4) weeks. If the repeat titer is positive, then no further immunization is needed. If the repeat titer is negative or equivocal, the student should receive the remaining two (2) doses of Hepatitis B vaccine or sign a declination form.

5. **TB Skin Test:** Proof of negative two-step tuberculin skin test within the last year with completion of education requirements annually after the two-step process is complete. The two-step test requires four total clinic visits, two visits for each step (injection and reading after 48-72 hours).

Time between the two tests must not be less than 7 days and not more than 3 weeks. See the CDC information at www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm.

If you have had a positive TB skin test or a positive QuantiFERON Gold blood test in the past, then you must present documented proof of a negative chest x-ray on admission and complete a TB Symptom Questionnaire yearly (**Appendix 2**).

NOTE: If receiving both immunizations/vaccinations and your TB skin test, please note that the TB skin test should be completed on the very same day as live vaccines or 4-6 weeks after live vaccines.

Exceptions and Past Positives:

- i. **Pregnancy** - Students who are pregnant must present physician documentation of pregnancy. If they wish to have a TB skin test, they need to present physician approval for testing. TB skin testing in pregnancy has not been proven safe nor has it been proven to present risk. If a clinical site requires TB testing during pregnancy, a QuantiFERON Gold blood test can be safely used. Within one month after delivery (upon return to clinical setting) the student needs to have a TB skin test result on file. Students must fill out a TB Symptom Questionnaire.
 - ii. **Past Positive** - Students who have a past positive TB skin test need to provide current medical documentation of status. Students must also complete a TB Symptom Questionnaire yearly.
6. **Flu Vaccine:** Flu vaccines are required on an annual basis. For those who have a contraindication to receiving the flu vaccine, i.e., documented severe allergy to flu vaccine, there is a Declination Form that is available from the Associate Dean/Director of the School of Nursing. However, please be aware that students may not be allowed in the clinical setting without current flu vaccine status and NMU will not offer alternate clinical experiences to those who have declined the flu vaccine. Consequently, the declination form should only be used if there is a true contraindication to receiving the flu vaccine. Flu vaccines are given on an annual basis.
7. **COVID-19 Vaccination:** The COVID-19 vaccine is currently not mandated at the university. However, vaccination is highly encouraged for personal and patient protection. In addition, clinical agencies could possibly in the future refuse students based on immunization status.

Drug Screen Policy

In order to maximize safety and quality of patient care, area healthcare facilities have implemented policies mandating drug screening for all patient care providers, including nursing students and nursing faculty. This in turn creates the need for a drug screening policy. This policy affects currently enrolled NMU MSN students.

Pre-Clinical Screening

1. Drug screening will be conducted by the Upper Peninsula Health Systems Occupational Medicine Clinics in Marquette, MI or Escanaba, MI. Drug screening from any other lab/clinic will not be accepted. The fee for testing is the responsibility of the student.
2. Students are required to submit for drug screening once prior to beginning the clinical practicum. Further drug screening while enrolled may be required by the healthcare facility where clinical courses are held.

3. All urine drug screening results will be reviewed by the Graduate Program Coordinator and Associate Dean and Director at NMU.
4. Please refer to Section II of this document for further information regarding failed drug screening results and refusal to submit to drug screen testing.

Refusal to Submit to Drug Screening/Failed Drug Screen Results/Tampering of Specimen for Drug Screening

1. Refusal to submit to drug screening as requested by the Associate Dean and Director of the School of Nursing at NMU will be viewed as a failed drug screen result. Thus, the student will be prohibited from participating in clinical practicum courses and any co-requisite theory/lab nursing courses for a period of one calendar year. Students will be sent a registered letter noting their non-compliance with policy and subsequent removal from the program for one calendar year.
2. Failed drug screening results will result in the student's removal from clinical nursing courses and any co-requisite theory/lab nursing courses for a period of one calendar year. Students will be sent a registered letter noting their removal from their courses for one calendar year due to failed urine drug screen results.
3. Any student suspected of, or found tampering with a urine specimen for drug screening will have such activity documented and reported by the UPHS-Marquette Occupational Medicine Clinic staff to the Associate Dean and Director of the School of Nursing. This information will be reviewed for consideration of disciplinary action up to and including dismissal from the program.
4. DUTY TO REPORT – In the event the NMU student, who has failed drug testing results, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA). If the student is a licensed/registered health professional in a state other than Michigan, the report will be made to the appropriate state's department of regulating and licensing affairs.

Guidelines for Readmission to the MSN Program

Students with failed drug screen results will be removed from the nursing program for one calendar year. The one-year time frame is consistent with local healthcare agency policy and cannot be shortened. Consequently, the Exception to a School of Nursing Policy found in the MSN Handbook cannot be utilized in the event of a failed drug screen result. In addition, readmission to the program is not guaranteed and is subject to the *Prioritizing Progression of Students* as found in this handbook. In order to resume progression in the program after one calendar year following a failed drug screen result or refusal to submit to drug screening, the student must complete the following:

1. Complete an approved substance abuse treatment program and/or AODA (Alcohol and Other Drug Abuse) counseling at the student's expense.
2. Have the substance abuse treatment program/AODA counselor provide the program/counseling completion statement directly to the Associate Dean and Director of the School of Nursing at NMU.

3. Any licensed professional RN wishing to gain reentry to the MSN program must re-submit a recent copy of his/her unencumbered nursing license for review by the Associate Dean and Director of the School of Nursing.
4. Submit for urine drug screening at UPHS Occupational Medicine Clinic as stipulated in section one, *Pre-Clinical Screening*, of this document. This cost is the responsibility of the student.
5. A second failed drug test result will permanently render the student ineligible for re-enrollment to the MSN program at Northern Michigan University.
6. DUTY TO REPORT – In the event a student receives a second failed drug screen result and the student is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA), or appropriate state where licensure is held.

Confidentiality

HIPAA guidelines will be followed regarding student drug screen test results.

Professional Liability Insurance

Professional liability insurance is **required for all clinical courses**. NMU provides graduate students with malpractice insurance when the student is performing duties on behalf of, or under the direction of NMU. However, students are also required to carry their own liability insurance coverage. One organization that provides NP student malpractice insurance is Proliability. The yearly premium is \$151.00 (2021 rates). You may access their website at <https://www.proliability.com/professional-liability-insurance/student-nurse.html>.

Costs

It is understood that there is considerable cost associated with all of the requirements outlined above. The NMU School of Nursing must rely on clinical partnerships with outside agencies, and in doing so, must comply with agency requirements related to immunizations/vaccinations, TB testing, CBC, and drug screening. We have worked with the management of the UPHS Occupational Medicine Clinic and the NMU Health Center to ensure our nursing students are receiving services at the lowest possible prices.

Clinical Skills Checklist

Students are required to complete a clinical skills checklist and submit it to the Graduate Program Coordinator prior to graduation. Students will be responsible for obtaining validation on the checklist from faculty and preceptors as they progress through the program. Faculty and preceptors can sign books during skills test-outs, during clinical site-visits, and during clinical evaluation meetings. The checklist will be distributed to students via email by the Graduate Program Coordinator

Dress Code and Equipment

Required Clinical Equipment

A stethoscope is required. Since you will be using this equipment throughout your clinical courses and during your career, we recommend that you purchase a good quality stethoscope. The stethoscope must have a bell and a diaphragm. Stethoscopes with shorter tubing have better quality of sound. Other required equipment includes:

1. Bandage scissors
2. Pen light
3. Watch with second hand
4. NMU student ID
5. Reflex hammer
6. Clinical Agency ID or Name tag attached to ID stating MSN student
7. White lab coat

Name Tag

Students are required to wear a name tag in clinical settings. Name tags can be ordered from American Nameplate. Information is provided below. Some clinics may require a different name tag.

Name tags may be ordered from:	American Nameplate 2292 US 41 West Marquette, MI 49855 (906) 228-3161
Name tags should read as follows:	Student Name, RN NMU – Master of Science in Nursing Program

Dress Code Guidelines

Your standard of personal care and dress represent you as an individual, the School of Nursing, and the profession of nursing. Students are expected to be neat, clean, and well-groomed. White lab coats are required over appropriate business clothes (no jeans, cut-offs, shorts, etc.) when working in a clinical area.

White lab coats can be ordered from Amazon.com or from any local store that sells scrubs. See below for additional dress code guidelines:

1. Nails will be clean, short, and smooth to ensure patient and student safety.
2. Hair color will be one that occurs naturally.
3. Hair will be controlled so that asepsis is maintained for both the student and patient.
4. For asepsis and safety, jewelry will be limited to only wedding rings, watches, and one pair of pierced earrings which are small, post-type (no loops) and worn **only** in the ears. So-called tapering ear studs, often made of flat acrylic need to be tastefully covered.
5. Shoes must provide good support and meet the expectations of each clinical facility. No open toed or high heel shoes are permitted. Shoes and shoelaces must be clean and in good repair.
6. Socks or hose are required. Ankles must be covered.
7. Clothing must be loose enough to provide ease of movement in clinical activities.
8. Clothing must be clean, ironed or wrinkle free.
9. Jeans or sweats may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignment.
10. Underwear should not be visible.
11. Tattoos and other body art will be covered by clothing.
12. Check with clinical instructor regarding use of name tags.
13. Strong odors (perfume, aftershave, etc.) should be avoided.

Guidelines for Simulation

Students will participate in simulations while enrolled in clinical and laboratory courses. The guidelines below are based on the International Nursing Association for Clinical Simulation and Learning,

“Standards of Best Practice: Simulation” and on Quality and Safety for Nurses (QSEN) Competencies. Individual faculty may have specific requirements related to simulation experiences. Students should refer to the clinical syllabus regarding specific requirements.

Professional Integrity of Participants

- Students should approach all simulation experiences as they would an actual patient care setting. This includes wearing professional and/or clinical attire for simulation experiences, addressing manikin/standardized patients and family members with respect, and engaging in appropriate communication with peers and faculty.
- Uphold confidentiality during simulation experiences. This includes confidentiality of the experience itself to maintain the realism of walking into a clinical situation and using critical thinking to determine problems and appropriate interventions. It also includes any discussions during debriefing related to peer’s performance during simulation.

Participant Objectives

- Objectives and any assigned review materials for course simulations should be reviewed prior to the actual simulation experience.

Patient Safety

- Performance of hand hygiene prior to and after any patient care experiences with manikins or standardized patients is expected.
- Correct patient identification should be completed with all manikins or standardized patients in simulation experiences.

Laboratory and Clinic Policies

Latex Allergy Management

Students with a latex allergy/sensitivity or those have been medically advised to avoid latex should complete the latex allergy/sensitivity questionnaire (**Appendix 8**) and submit it to the Graduate Program Coordinator. NMU’s School of Nursing will try to provide a latex free environment. However, latex is not always easily identified in an academic environment. Therefore, students should coordinate with each clinical instructor and the Graduate Program Coordinator to plan for his/her safety and to monitor the environment for possible risk of exposure. Students may request latex allergy carts at clinical sites.

Universal Precautions

Hepatitis A, B, and HIV infections are significant and growing risks in the U.S. Health care workers are especially at risk for developing these infections due to exposure to needle-stick injuries and splashed blood/body fluids. Hepatitis and HIV can be prevented through consistent use of universal precautions. Universal precautions must be followed by faculty and students in the clinical settings.

Invasive Procedure Policy

No student shall perform an invasive procedure on another student or volunteer. Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invades the integrity of the skin or body cavity, unless identified in the exceptions (noted below) to this policy. Only mannequins or other instructional aids shall be used for such practice.

Rationale: The potential for the transmission of blood-borne pathogens, bacteria and other infectious agents creates a potential health risk for the students and/or their volunteer who does not need to have these procedures practiced on them.

Exceptions:

- Oral and ear assessments
- Oral and tympanic temperatures
- Oral feeding
- Nasal exams
- Vaginal exams
- TB skin test
- Blood glucose checks

Guidelines for Student Performance of Invasive Procedures in the Community Setting

Definitions:

1. Invasive procedure: Any procedure that involves entry into any body cavity and/or invades the integrity of the skin.
2. Preceptor: oversees or participates in the work of another individual in which the following conditions exist:
 - a. Continuous availability of direct communication in-person between the supervised individual and the preceptor.
 - b. The preceptor is available on-site to review the practice of the supervised individual, to provide consultation to the supervised individual, to review records, and to further educate the supervised individual in performance of the individual's functions.
 - c. Provision by preceptor of predetermined procedures and drug protocol.

Guiding Principles: (State of Michigan Public Health Code, Act 368 of 1978, 333.16109 Definitions)

1. The agency preceptors make the ultimate decision about whether the student may or may not complete an invasive procedure in their agency.
2. Faculty supervision is required for invasive procedures unless otherwise specified (see exceptions). The preceptor determines the level of supervision after consultation with the faculty member. The decision needs to take into consideration the State of Michigan Public Health Code, the agency procedures, the preceptor's comfort level with the procedure being performed in the agency, and the student's competence.
3. If the agency preceptor or designated agency representative desires faculty presence on-site while the student is performing the procedure, the faculty member should be notified by the student. The faculty member is available by phone or email during scheduled clinical hours.
4. Students are required to verify their knowledge surrounding the care provided with the faculty member prior to performing any invasive procedure.
5. Any untoward effects or related incidents must be reported as soon as possible to the faculty member. An agency and university incident report will be completed OR the university incident policy will be followed. Students must have access to the agency emergency policies and equipment.
6. Course faculty will provide agency preceptors with a list of procedures that the student may/may not do.

Accident/Injuries or Exposure to Blood-Borne Diseases

The Nursing Technology Center has a safety policy and has the procedure for management of accidental exposure to blood is posted. The same procedure is posted in each lab room and is available in

Appendix 3 of this Student Handbook. NMU Safety policies are available on-line at www.nmu.edu/publicsafety.

An accident/injury is defined as an undesirable and unexpected event which results in potential or personal harm during clinical or classroom time. In addition, an accident/injury includes occupational exposure to blood and body fluids and airborne pathogens during clinic/classroom labs. Occupational exposure may be described as percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eyes, nasal mucosa or mouth), a cutaneous exposure when chapped or abraded skin or otherwise non-intact skin is contaminated with infectious material or exposure to infectious airborne agents by way of inhalation or contact.

Students are to report such accidents or injuries which occur in the clinical setting or classroom labs to their faculty member immediately. The Procedure for Management of Exposure to Blood Borne Diseases (Appendix 3) should be reviewed and completed. The exposed person will be referred to the university or a local Health Center for lab work. If the exposed person refuses to accept the referral to a Health Center, Documentation of Refusal to Accept Referral (Appendix 4) must be completed and returned to the Associate Dean/Director of the School of Nursing.

Health Insurance

Health insurance is strongly recommended and may be required for certain clinical placements in the nursing program. Northern Michigan University and affiliated health care agencies assume no responsibility for injuries and/or illnesses incurred while performing learning opportunities as a student nurse. Students needing follow-up care from such injury are strongly encouraged to utilize the NMU Health Center for care.

CHAPTER SIX: SCHOOL OF NURSING RESOURCES AND SUPPORT

School of Nursing Education Resources

Rettig Nursing Technology Center (NTC)

1609 The Science Building, (906) 227-2615

The Rettig Nursing Technology Center, or the NTC as it is called on campus, is used for individual and group learning. The center has simulation and specialty labs, medical supplies and equipment, skills practice modules, study space, a small reference, and a wide variety of resources available to facilitate and assist students in completing course requirements. A registered nurse is available during the semester to assist students. The NTC hours of operation are posted on the website:

<http://www.nmu.edu/nursing/rettig-nursing>

Simulation Center

2612 The Science Building.

The simulation center provides a number of resources where students can practice technical skills and obtain history and physical exams on a simulated patient. The simulation labs are equipped with ten patient simulators, trained staff, and realistic patient settings to provide students with high quality active learning experiences: <https://www.nmu.edu/nursing/simulation>

University Organizations

Graduate Student Association

The Graduate Student Association (GSA) represents the graduate students attending NMU. The mission of the GSA is to positively contribute to the life of graduate students and the NMU community through advocacy, professional development, volunteerism, and social collaboration. Students are encouraged to join the GSA and represent the School of Nursing. <https://www.nmu.edu/graduatestudies/graduate-student-association>

School of Nursing Organizations

Sigma International Honor Society of Nursing – Xi Sigma Chapter

The Xi Sigma Chapter of Sigma recognizes academic achievement, leadership qualities, and high professional standards. The organization encourages creative work and a commitment to the ideals and purpose of the profession. Membership is by invitation. All students are welcome to attend meetings and participate in activities. Scholarships are available to students. Graduate students who meet the following criteria are invited to join:

1. Have completed $\frac{1}{4}$ of the nursing curriculum (18 credits)
2. Have a GPA ≥ 3.5
3. Meet the expectations of academic integrity

Student Representation on Graduate Committee (GC)

Students are encouraged to provide input into School of Nursing governance by serving as a student representative on the Graduate Committee. Two graduate students may volunteer serve on the committee. The following guidelines describe students' roles on the committee:

1. Attend meetings
2. Actively participate in meetings. Students are expected to represent their fellow students' opinions on issues that arise.
3. Share information gained from the meetings with fellow students.
4. Provide recommendations on all non-confidential issues.

5. Receive and be familiar with copies of the minutes and agenda for each meeting.
6. When confidential issues are discussed, (e.g. student grade), the student representative(s) may be asked to leave the meeting

Scholarships and Grants

Scholarships and grants are periodically offered by the NMU foundation and from local healthcare organizations. The Graduate Program Coordinator will forward emails pertaining to local and non-local grants and scholarships that are available to students.

General Information Regarding NMU Scholarships and Grants

Availability of School of Nursing and other potential scholarships are listed on the NMU Scholarship and Grants website. Students who are interested in applying must complete an online application. Interested students should periodically check the NMU website or contact Financial Aid or the NMU Foundation for specific deadline information: <https://www.nmu.edu/financialaid/nmugrants>. Students who have applied for or received scholarships in the past, may reapply.

Awards

Outstanding Graduating Graduate Student

Prior to graduation, the Graduate Committee (GC) selects an Outstanding Graduate Student. The award recognizes academic achievement, leadership qualities, and high professional standards. The award is presented in the spring at a university sponsored banquet.

CHAPTER SEVEN: ACADEMIC AND PROFESSIONAL POLICIES AND INFORMATION

Academic Policies

Policy on Making Copies of Student Work

Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission from the student (**Appendix 1**).

Academic Integrity

The School of Nursing abides by the university rules as set forth and adheres to the Students Rights and Responsibilities and Student Code. It is the student's responsibility to review these rules. These are included within the NMU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on NMU's website and from the Dean of Students Office, 2001 Hedgcock, (906) 227-1700 or www.nmu.edu/dso

Academic Dishonesty Policy

It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer any information of any kind to another student, receive any information of any kind from another student, or copy any information from another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

- No student shall submit as his/her own work any work containing ideas or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, case studies, and all other written assignments. Specific citations of references shall follow APA (7th edition) guidelines.
- No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.
- No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.

Nursing Student Clinical Practice

Clinical grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure in the clinical course.

Evaluation of Unsafe, Unprofessional, and Weak Clinical Practice

A nursing student practices within the regulatory boundaries of the Michigan Public Health Code, follows professional standards of practice, School of Nursing policies, course objectives, and college, university, clinical agency policies, procedures, and unit specific protocols.

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weakness that may lead to unsafe and/or unprofessional practice. The faculty will develop a set of expectations for the student to attain to remedy those weaknesses in the current and/or subsequent semester.

Rationale: Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the university, and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience. The policy on Student Clinical Practice embodies that accountability by defining unsafe practice and/or unprofessional practice, and weak practice, and by providing procedures to be followed when a judgment of unsafe, unprofessional, and/or weak clinical practice is made.

Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

It is not possible to enumerate all forms of inappropriate behavior, which would raise serious questions concerning a nursing student's status as a health professional in training. The following are examples of behaviors, which would constitute a violation of safe practice and professional standards.

Unsafe Practice

Unsafe nursing student behavior fails to achieve standards of care, violates the Michigan's Public Health Code, violates the ANA Code of Ethics and Standards of Practice and may call into question the professional accountability of the student. The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe practice include but are not limited to the following:

1. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
2. Demonstrating behavior that puts a client at risk of harm by violating a standard of care.
3. Acting in a manner that could cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience.
4. Performing acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide the ordered treatment or care.
5. Failing to provide accurate, inclusive, written and verbal communication or falsely documenting any clinical record, written assignment or student log.
6. Attempting activities without adequate orientation knowledge, assistance or supervision.

Unprofessional Practice

Unprofessional student practice behavior violates the ANA Code of Ethics for Nurses, violates the Michigan's Public Health Code and/or calls into question the professional accountability of the student.

Examples of unprofessional practice that violates the ANA Code of Ethics and/or Standards of Practice for nurses include but are not limited to the following:

1. Failing to notify the agency and/or clinical instructor of absence or lateness.
2. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
3. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.
4. Engaging in behavior that is disrespectful or demonstrates incivility.

Weak Practice with Potential for Unsafe and/or Unprofessional Practice

Weak practice with potential for unsafe and/or unprofessional practice in providing nursing care to clients includes behavior that fails to achieve the standards of care, violates the Michigan Public Health Code, violates the ANA Code of Ethics for nurses and/or ANA Standards of Practice or calls into question the professional accountability of the nursing student.

Examples of Weak Practice with Potential for Unsafe and/or Unprofessional Practice include but are not limited to the following:

1. Difficulty or inability to apply theoretical knowledge to specific clinical situations.
2. Difficulty or inability to successfully organize care and to document clinic assignment.
3. Difficulty or inability to correctly interpret laboratory and/or diagnostic results.
4. Difficulty or inability to determine priorities in completing clinical assignments.
5. Difficulty or inability to communicate with clients, families, peers or other health care personnel.
6. Difficulty or inability to complete assignments.
7. Requiring frequent guidance and instruction and cannot be left unsupervised.

Procedures Related to Nursing Student Clinical Practice

Unsafe or Unprofessional Clinical Practice

Note: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice maybe sufficient to warrant failure of the course and/or suspension from the program.

When an instructor has reason to conclude that a student has practiced unsafely or unprofessionally, the instructor will notify the student in writing of the reasons. A copy of the written notification will be

forwarded to the Associate Dean/Director of the School of Nursing. Included in this written notification will be a description of:

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk.
3. The time and date by which the corrective actions must be achieved.
4. Modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice may include but are not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site.

Students removed from the clinical experience who, in the instructor's judgment, have taken specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience contingent upon the availability of clinical placements and adequate resources.

Students achieving corrective action will either pass the course or pass the course with identified improvement activities prescribed by the current and subsequent clinical instructor.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain with the Associate Dean of Nursing. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed by the Associate Dean at the time any potential for litigation expires.

If the specific corrective actions prescribed are not achieved, actions which may be taken include failure of the course and recommendation for discipline under the University Code of Conduct. Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue reentry to the course by notifying the Associate Dean/Director of the School of Nursing within one week for rescheduling the class. This does not preclude an appeal through the University Grievance Procedure. Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the instructor's judgment through the University Grievance Procedure.

Weak Clinical Practice

When an instructor has reason to conclude that a student's clinical practice is weak with potential for unsafe and/or unprofessional practice, the professor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean/Director. Included in this written notification will be a description of:

1. A description of the weak practice in which the student engaged.
2. Specific actions to be taken to improve the clinical practice and the support provided by faculty to promote improvement.

3. The time during which the specific improvement actions must be completed.
4. Any modifications in the clinical experience to demonstrate safe and/or professional practice including but not limited to restriction of activities and responsibilities, supervision of activities/procedure, removal from clinical experience and/or alteration in clinical agency site.

The actions that may be taken if the specified improvement prescribed is not achieved include:

1. Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).
2. Fail the course because behavior has become unsafe and/or unprofessional.
3. Fail the course and recommend discipline under the University Student Code of Conduct.
4. If actions for improvement must bridge the current and subsequent semester, the instructor of the current semester and the instructor responsible for the subsequent clinical course will usually agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time-period during which the action must be completed in the subsequent semester and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

Professional Standards and Ethics

Students are expected to adhere to the American Nurses Association's (ANA) Standards of Practice and Code of Ethics. If questions arise or students would like more information, they should contact the School of Nursing office (paper copies are available). Information on the ANA Standards and Code of Ethics may also be found at: www.ana.org.

CHAPTER EIGHT: NMU POLICIES AND INFORMATION

RIGHTS AND RESPONSIBILITIES

Americans with Disabilities (ADA) Policy

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C. B. Hedgcock (906) 227-1700. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and university guidelines.

Disability Services

(Located in the Dean of Students Office)

2001 C.B. Hedgcock

Phone: (906) 227-1700

E-mail: disserv@nmu.edu

Website: <https://nmu.edu/disabilityservices/>

Nondiscrimination Policy

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

For more information regarding Rights and Responsibilities, please contact:

Janet Koski

Equal Opportunity Officer

jakoski@nmu.edu

Office Phone: (906) 227-2420

Fax: (906) 227-2334

Research

Any research using students or their School of Nursing records must be approved by the Director and may require Institutional Review Board (IRB) approval. Student participation in research studies is voluntary.

Smoking Policy

Northern Michigan University is committed to providing a healthy environment for students, faculty, staff and visitors. In hopes of promoting a healthier lifestyle and safer campus, NMU joined over 800 universities and colleges by going tobacco-free beginning Aug. 1, 2014. The policy covers all university property and university-owned vehicles. The only excluded areas include:

- Public sidewalks and roadways bordering the campus
- Personal vehicles driven or parked on campus that have the windows fully closed
- NMU Golf Course

Student Handbook

The Northern Michigan University Student Handbook contains information on Students Rights and Responsibilities, the Student Code and University Policies and Related Documents. This publication is available in the office of the Dean of Students, 2001 Hedgcock (906) 227-1700. The Handbook details NMU Rules and Regulations and grievance procedures: <http://www.nmu.edu/studenthandbook>.

Student Services and Organizations

Northern Michigan University, as a regional institution, serves students with varied educational, professional, and vocation objectives. In order to meet the unique needs of all students and enhance their opportunities for learning, the University provides numerous services outside the classroom. Information regarding student services is available from the office of Dean of Students, 2001 Hedgcock (906) 227-1700. Some of the services most frequently used by students are described below.

Academic and Career Advising Center

3302 Hedgcock, (906) 227-2971

This center provides a variety of services that enhance the academic success of students. In addition, the center provides academic counseling to students who are unsure of their academic direction or who wish to change their major field of study. www.nmu.edu/acac

Career Services

3302.3 C.B. Hedgcock, (906) 227-2800

This office offers assistance with job placement, coordinates referrals for full-time jobs and internships, provides individual advisement regarding job search strategies, and offers placement workshops. In addition, this office houses a career information library. www.nmu.edu/careerservices

Child Care Information

Human Resources, (906) 227-2330

Information can be found on the Human Resources Website: <https://nmu.edu/hr/weecare-childcare-services>

Counseling Center (Personal Counseling)

3405 Hedgcock, (906) 227-2980

The center offers services that facilitate students' personal development, helping them to better participate in the NMU learning community. The staff of professional psychologists and counselors provides a variety of services, including individual counseling, group counseling, and skill training in assertiveness, stress management, and test-performance anxiety.

www.nmu.edu/counselingandconsultation

ADA B. Vielmetti Health Center

Gries Hall, Ground Floor, (906) 227-2355

The professional staff consists of physicians, nurse practitioners, registered nurses, a pharmacist, a medical technologist, a dietician, and auxiliary personnel. A complete range of medical and minor surgical services is available. <https://nmu.edu/healthcenter/>

Lydia M. Olson Library

Edgar L. Harden Learning Resources Center, (906) 227-2260

Services available from the library include access services to library materials, on-line catalog services, reference, and information services, on-line data base searching, interlibrary loan, and government documents. Specific nursing information can be found on the library web site under "Course Guides."

The library provides an instruction program to develop self-reliant library users. The library is open 7 days a week during the academic year. For information regarding hours contact the library or check the website. www.nmu.edu/library

APPENDIX 1
MAKING COPIES OF STUDENT WORK
NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING

Permission to Make Copies of Student Papers

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. scholarly project manuscript, paper, model, slide) related to the discipline and completed for academic credit excluding exams. The Faculty of the School of Nursing are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies;
2. For the explicit purpose of using the paper/product as a positive example for student learning including placing that paper/product on reserve in the library or the School of Nursing;
3. Papers/products completed for clinical practicum or scholarly work may be placed in the NMU Commons for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

CC: Student's File

I give the Faculty of the School of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

Signature

Witness

Date

Date

APPENDIX 2 TB SYMPTOM QUESTIONNAIRE

Students with a past positive PPD, need to have evidence of a negative chest x-ray (within the past three years) and need to complete the **TB SYMPTOM QUESTIONNAIRE** yearly.

CONTRAINDICATIONS TO PPD TESTING include the following:

- Pregnancy
- Past Positive PPD test result.

Breast-feeding is not a reason for exclusion. Students who are pregnant must present physician documentation of the pregnancy. If they wish to have a PPD, they need to provide physician approval. Within a month of the delivery date, they need to have a negative PPD on file.

NAME _____	DATE: _____
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I am unable to receive a PPD skin test due to:

- (+) Reaction
- Pregnancy
- Other (specify)_____

Please check the appropriate response	YES	NO
1. Have you had any recent, unintentional weight loss?		
2. Have you had a persistent cough over 3 weeks?		
3. Have you had a fever?		
4. Have you had night sweats?		
5. Have you had changes in your sputa (e.g. bloody)?		

Please explain any YES responses

SIGNATURE _____ DATE _____

APPENDIX 3

Northern Michigan University School of Nursing

PROCEDURE FOR MANAGEMENT OF EXPOSURE TO BLOOD-BORNE DISEASES

Healthcare personnel are at risk for occupational exposure to bloodborne pathogens, including hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). If a student, staff, or faculty member experiences a needlestick (dirty needle or unknown if dirty) or sharps injury or is exposed to the blood or other body fluid in a different manner, the following steps need to be immediately followed (steps dependent on exposure):

1. Wash needlesticks and cuts with soap and water.
2. Flush blood or body fluid splashes to the nose, mouth, or skin with water.
3. Irrigate eyes with clean water, saline, or sterile irrigants.
4. Immediately report the incident to instructor or supervisor.
5. Immediately seek medical treatment: Counseling and testing is available through UPHS-Marquette Emergency Room or other closest emergency room. A healthcare provider needs to evaluate the need for testing and/or treatments including Hepatitis B immune globulin (HBIG), Hepatitis B vaccine, HIV post-exposure prophylaxis and or tetanus booster. ***Important to note:** Students are responsible for the health care costs associated with an Emergency Room visit.
6. If the exposed persons refuses to accept medical treatment/referral, a Documentation of Refusal to accept Referral form (Appendix 2) shall be completed. The AD/D and/or the affiliate clinic site employee health service shall be notified of the exposed person's refusal to accept a referral.
7. The Instructor or Supervisor needs to complete a Northern Michigan University Incident Report for Accident/Injury/Illness by going to MyNMU, clicking on "Employee Services" and then under Safety Department Services clicking on "Submit an incident report" and then completing the report online.
8. The Instructor or Supervisor should also notify the Associate Dean/Director as soon as possible.
9. If the exposure occurs at a clinic site, the instructor/students **also** follows agency requirements for internal incident reports at that site.

*Nursing Tech center student workers health care expenses related to an exposure while on the job fall under NMU worker's compensation policies. The incident should be reported immediately to Risk Management through a phone call 906-227-2745 and online completion of the NMU Incident Report for Accident/Injury/Illness.

GENERAL: Source: [The National Institute for Occupational Safety and Health \(NIOSH\)](#)

Revised 6-25-2020

**APPENDIX 4
DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL
NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING**

Date: _____ Date of Birth: _____

Name: _____

Address: _____

Reason for Referral:

I have been advised to go to the NMU Health Center or affiliate employee health service immediately for counseling and testing because of the above mentioned reason(s). Even though it has been recommended that I do so, I do not plan to go now for the following reason(s):

The following possible risks of not accepting or acting upon the referral have been explained to me:

I hereby release Northern Michigan University from any and all liability arising out of or connected with my decision not to follow the above medical recommendation.

Signature: _____ Date: _____

I witness the fact that the individual signed the above and said he/she read and understood the same.

Witness' Signature: _____ Date: _____

**APPENDIX 5
ADMISSION SCORING GRID
NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING**

MSN ADMISSION GRID	
Name	
Current Employer Position Title # of Years in Position Years of RN	
BSN Education Name of University Year Graduated Cumulative GPA Accredited	
Graduate Education Name of University City/State Year(s) Attended Major # of credits completed GPA	
Applications Graduate School School of Nursing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Requirements Copy of RN License Resume Recommendation Letters Computer Literacy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Power Point <input type="checkbox"/> Email <input type="checkbox"/> Internet

<p>Intention to travel distances of 50 miles or more to clinic (2 days per/week)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;">Points 10</p>
<p>Recommendation Letters (candidates who have graduated in 3 years or less must include one letter from faculty)</p>	<p>Quality of overall recommendation: <input type="checkbox"/> Excellent <input type="checkbox"/> Average <input type="checkbox"/> Poor</p> <p style="text-align: right;">Points: Excellent: 15, Average: 10-14, Poor: 0-9</p>
<p>Goal Statement</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Quality of writing: <input type="checkbox"/> Excellent <input type="checkbox"/> Average <input type="checkbox"/> Poor</p> <p style="text-align: right;">Points: Excellent: 10, Average: 5, Poor: 0</p>
<p>Cumulative GPA (Undergrad or Graduate)</p>	<p>Must be above a 3.0. Conditional admit if < 3.0 and meets all other criteria</p>
<p>Grades</p>	<p><input type="checkbox"/> Anatomy _____</p> <p><input type="checkbox"/> Health Assessment _____</p> <p><input type="checkbox"/> Physiology _____ <input type="checkbox"/></p> <p>Statistics <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Graduate Course(s) _____</p> <p><input type="checkbox"/> Pharmacology _____</p>
<p>Total Points</p>	<p>_____ / 35</p>
<p>Admission</p>	<p><input type="checkbox"/> Regular Admission</p> <p><input type="checkbox"/> Prob. Non Degree Admission</p> <p><input type="checkbox"/> Conditional Admission</p> <p><input type="checkbox"/> Denied Admission</p> <p><input type="checkbox"/> Non-Degree Admission</p>

APPENDIX 7 PRECEPTOR-CLINICAL SITE AGREEMENT FORM

Northern Michigan University School of Nursing Master of Science in Nursing Program Preceptor-Clinic Site Agreement Form		
STUDENT INFORMATION		
Student Name		
Address		
City / State / Zip		
Home Phone		
Business Phone		
E-Mail Address		
PRECEPTOR INFORMATION (please print clearly)		
Name		
Preceptor email address		
Title	<input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> NP <input type="checkbox"/> Nurse Midwife <input type="checkbox"/> PA <input type="checkbox"/> Other _____	
Specialty and # of years in specialty		
License #		
MD: Board Certification		
NP: Specialty Certification		
CLINIC INFORMATION		
Clinic Name		
Address		
City / State / Zip		
Phone Number		
Practice Setting	Physician's Office Ambulatory Clinic Hospital Outpatient Clinic Hospital In-Patient Clinic Extended Care / Nursing Home	Public / Home Health School / University Clinic Occupational / Industrial Clinic VA / Military Correctional Facility Other _____

Client Population	Patient Population	Ethnicity
	Pediatrics Adolescents Adult Geriatric OB-GYN	Caucasian African American Native American Hispanic Asian
SIGNATURES		
Preceptor		Date
Faculty		Date

APPENDIX 8 LATEX SENSITIVITY/ALLERGY QUESTIONNAIRE

NORTHERN MICHIGAN UNIVERSITY SCHOOL OF NURSING LATEX SENSITIVITY / ALLERGY QUESTIONNAIRE	
The purpose of this questionnaire is to identify an individual who may be allergic to latex products and to enable the School of Nursing to provide appropriate accommodations.	
Name (please print)	
Student ID #	
Current Position (If employed)	
Previous Employer	
Please check all of the following that apply:	
<input type="checkbox"/> History of multiple surgeries	
<input type="checkbox"/> History of itching/hives	
<input type="checkbox"/> History of oral allergy syndrome (OAS)	
<input type="checkbox"/> History of progressive reactions to food known to cross-react with natural rubber latex (NRL) including bananas, kiwi, avocados, potatoes, tomatoes, chestnuts or almonds	
<input type="checkbox"/> History of self-catheterization	
<input type="checkbox"/> History of breathing problems after anesthesia	
<input type="checkbox"/> Family history of spina bifida	
Please explain if you have checked any of the aforementioned:	
Please report any known or suspected latex allergy to NMU, School of Nursing at 906-227-2833	
Signature	Date