

SCHOOL OF NURSING  
1101 Camden Avenue  
Salisbury, Maryland 21801-6860  
410-543-6401 - 410-543-6420  
TTY 410-543-6083  
FAX 410-548-3313  
[www.salisbury.edu](http://www.salisbury.edu)



## The Graduate Nursing Programs Handbook

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Master of Science

Doctor of Nursing Practice

2020-2021

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## PREFACE

**Part I** of this document has information that is relevant for *all* nursing students in our programs. It is designed to familiarize you with policies that apply to everyone, regardless of degree or program. We hope that these pages will assist you throughout your academic years and that you will become well-acquainted with its contents. This handbook describes your rights, privileges, and responsibilities as a nursing student.

All nursing students pursuing a degree (BSN, MSN, DNP) or certificate of completion (RN-MSN, Master's, or DNP) will find the policies in the Student Handbooks that are pertinent to them. The policies related to Graduate Nursing Students (MSN/DNP degrees) are found in Part II of this document. Some of the information found in this document may be also be found on the SU Nursing Website.

### Section A: MISSION STATEMENTS

#### Mission Statement of Salisbury University

##### Mission

Salisbury University is a premier comprehensive Maryland public university, offering excellent, affordable education in undergraduate liberal arts, sciences, pre-professional programs, including education, nursing, social work, and business, and a limited number of applied graduate programs. Our highest purpose is to empower our students with the knowledge, skills, and core values that contribute to active citizenship, gainful employment, and life-long learning in a democratic society.

Salisbury University cultivates and sustains a superior learning community where students, faculty, and staff are viewed as teachers, scholars, and learners, and where commitment to excellence and openness to a broad array of idea and perspectives are central to all aspects of University life. Our learning community is student-centered, where students are taught by professional educators in small classroom settings, where faculty serve as academic advisors, and where virtually every student has an opportunity to undertake research with a faculty mentor. We foster an environment where individuals make choices that lead to a more successful development of social, physical, occupational, emotional, and intellectual well-being.

The University recruits exceptional and diverse faculty, staff, and undergraduate and graduate students from across Maryland, the United States, and around the world, supporting all members of the University community as they work together to achieve institutional goals and vision. Believing that learning and service are vital components of civic life, Salisbury University actively contributes to the local Eastern Shore community and the educational, economic, cultural, and social needs of our State and nation.

##### Values

The core values of Salisbury University are excellence, student-centeredness, learning, community, civic engagement, and diversity. We believe these values must be lived and experienced as integral to everyday campus life so that students make the connection between what they learn and how they live. The goals

and objectives of our strategic, academic facilities, and enrollment plans, as well as our financial commitments, reflect our fundamental values. In addition to these principal values, the University embraces the long-honored tradition of honesty and mutual regard that is and should be a defining characteristic of higher education. The “Salisbury University Promise” is a statement of integrity and respect for others to which we ask all new students to commit as a way of highlighting the University’s values and expectations for our students.

**Excellence:** Excellence, the standard against which all University activities and outcomes are measured, connotes the perfection and the quality for which we strive and hold ourselves accountable. We accept the notion that the quality of a university depends on the heads and hearts of those in it.

**Student-Centeredness:** Our students are the primary reason for our existence. Our focus is on their academic and individual success and on their health and well-being. We are committed to helping students learn to make reasoned decisions and to be accountable for the outcomes of the decisions they have made.

**Learning:** We believe that learning is fundamental to living a life with purpose in an increasingly interrelated world and that our role is to teach students not what to think, but how to think. The University introduces students to a system of ideas about the nature of humanity, the universe, and the world created by art and thought. Through active learning, service learning, international experience and co-curricular activities, students connect research to practice, and theory to action.

**Community:** Salisbury University takes pride in being a caring and civil place where individuals accept their obligations to the group, learn through their interactions and relationships with others, where governance is shared, and where the focus is on the common good. We honor the heritage and traditions of the institution which serve as a foundation for future change.

**Civic Engagement:** The University stands as a part of, rather than apart from, the local and regional community. Recognizing its history and traditions, we seek to improve the quality of life for citizens in the region. We believe it is our responsibility to enrich cultural life, enhance the conduct of public affairs and contribute to the advancement of the region. We seek to instill in our students a lifelong commitment to civic engagement.

**Diversity:** Salisbury University views itself as a just community where there is respect for the value of global, societal and individual differences and commitment to equal opportunity. Diversity is purposefully cultivated as a way to strengthen and enhance our University community.

### **Mission Statement of the Salisbury University School of Nursing**

#### **Mission**

The Faculty of the School of Nursing at Salisbury University actively engages undergraduate and graduate students in the development of the knowledge, skills and values integral to excellence in professional nursing practice.

## Vision

To be academically and professionally recognized as an outstanding nursing program that has substantial impact on health care in the region.

## Values

- Excellence: Achieve the best possible outcomes in all that we do.
- Accountability: Be responsible for our actions, the effects of those actions, and fidelity to follow-up.
- Commitment: Use our knowledge, skills and talents in the interest of the common good.
- Respect: Honor the uniqueness of each person, appreciating the differences among them.

## Goals

- Provide science-based education to undergraduate and graduate students.
- Educate baccalaureate students to assume generalist roles as registered nurses.
- Provide baccalaureate degree completion for registered nurses.
- Educate graduate students to assume advanced nursing roles.
- Foster an interactive educational climate.
- Recruit exceptional and diverse faculty to provide high quality education.
- Retain excellent and experienced faculty to educate students.
- Promote global health.
- Participate actively in the regional health care community.
- Expand the knowledge base through faculty scholarship, leadership, and practice.
- Maintain collaboration with area health care agencies and educational institutions.
- Serve as a resource for the community.

*Approved by NFO 4/13/2007; revised 12/18/2013; 8/22/2017.*

## Section B: SCHOOL GOVERNANCE

The School of Nursing believes that students have the right as well as the responsibility to participate in the governance of the School of Nursing. Students are encouraged to familiarize themselves with their rights and to voice their opinions in matters pertaining to academic affairs. The interest and participation of students is considered vital to the development and maintenance of the academic environment.

### Student Representation on SNO and on Nursing Program Committees

The Bylaws of the School of Nursing Organization (SNO) states that there shall be student representation on the following standing committees:

SNO	Includes all faculty members and staff of the Nursing School and carries out School business.  Student members: Undergraduate representative who is the President of the Student Nurses' Association (SNA) (In the absence of the President, a designated officer of the SNA shall have voting privileges), and a graduate representative with voting privileges.
School Standing Committees: Student	members are invited to join committees as noted below with voting privileges limited to the following: general policies; curricular issues and revisions; resources and utilization issues; and programmatic effectiveness. However, students shall not attend those committee meetings nor shall they have voting privileges regarding individual admission and progression decisions, scholarship selection, and other situations in which individuals are considered for employment.
Undergraduate Curriculum:	Oversees the undergraduate curriculum  Student members: Two undergraduate students with voting privileges
Graduate Program:	Oversees the graduate program curriculum and admissions  Student members: Two students with voting privileges
Resources:	Oversees the resources (equipment, space, SU library) of the School  Student members: Two students with voting privileges
Student Policies	Oversees the admission, progression, and other related policies pertaining to undergraduate students  Student members: Two undergraduate students with voting privileges
Program Effectiveness	Oversees program satisfaction evaluation methods

Student members: Two students with voting privileges

## Section C: COMMON POLICIES FOR UNDERGRADUATE & GRADUATE STUDENTS

### Official email

Students must use their SU email accounts provided to them by the University. Students will be held responsible for information communicated to them via SU email.

### Plagiarism

Misrepresenting other's work as one's own is one type of academic misconduct. Students are expected to properly cite all references according to the most currently published American Psychological Association (APA) guidelines. When ideas are taken from an author, citing the source is required. Any words that are direct quotes must be placed in quotations. When statements are paraphrased, the source must also be cited accordingly. Students, who fail to do so, either deliberately or from ignorance, will be penalized. The penalty, which is based on the severity of the plagiarism, may range from deduction of points from the assignment to the issuance of an F in the course and/or removal from the course. The decision about the penalty is at the discretion of the course faculty member.

### TurnItIn

(Statements can be found on MyClasses Learning Management System sites for individual courses.)

### Expected Student Behavior

#### Civility

According to the American Association of Colleges of Nursing, professional values and their associated behaviors are foundational to the practice of nursing. Inherent in professional practice is an understanding of the historical, legal, and contemporary context of nursing practice. Professionalism is defined as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability (Interprofessional Professionalism Measurement Group, 2008). Professionalism also involves accountability for one's self and nursing practice, including continuous professional engagement and lifelong learning. As discussed in the American Nurses Association Code of Ethics with Interpretive Statements (2015, p.16), "The nurse is responsible for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care." Also, inherent in accountability is responsibility for individual actions and behaviors, including civility. In order to demonstrate professionalism, civility must be present. Civility is a fundamental set of accepted behaviors for a society/culture upon which professional behaviors are based" (Hammer, 2003). As part of professional conduct students are expected to demonstrate civil behaviors in classroom and clinical situation. Uncivil student behaviors include but are not limited to cheating on examinations or quizzes; inappropriate use of cell phones, smart phones, or related devices during class or clinical; holding distracting conversations; making sarcastic remarks or gestures; sleeping in class; using computers for purposes not related to the class; demanding make-up examinations, extensions, or other favors; making disapproving groans; dominating class discussion; and refusing to answer direct questions (Clark & Springer, 2007).

American Association of Colleges of Nursing. (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*, p. 28.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Silver Spring, MD: Author.

Clark, C. and Springer P. (2007). Incivility in nursing education: A descriptive study of definitions and prevalence. *Journal of Nursing Education* 46(1), 7-14.

Hammer, D. (2003). Civility and professionalism in B. Berger (ed.), *Promoting Civility in Pharmacy Education* (pp.71-91). Binghamton, NY: Pharmaceutical Products Press.

Interprofessional Professionalism Measurement Group (2008). *Interprofessional professionalism: What's all the fuss?* Presented at the American Physical Therapy Meeting on February 7, 2008 in Nashville, Tenn.

### Policy on Behavior of Health Professions

Professional behavior on clinical sites is expected of nursing students from the outset and throughout the nursing major. An incident of substandard behavior of a severe nature may be the basis for dismissal from the program. Examples of such behavior could include, but not be limited to, abusive behavior towards patients, faculty, students or agency staff, intoxicated behavior, fraudulent acts of care (such as falsification of medical records), and gross disregard for patient safety either by acts of commission or omission. The School of Nursing Student Behavior Policy can be found at <https://www.salisbury.edu/academic-offices/health-and-human-services/nursing/handbook.aspx>

### Social Media Policy

The School of Nursing supports the use of social media to reach audiences important to Salisbury University such as students, prospective students, faculty, and staff. This document serves as the official policy for student use of social media at the School of Nursing at Salisbury University. These guidelines apply to all students creating or contributing to any kind of social media affiliated with the School of Nursing. Nursing students are expected to conduct themselves in accordance with standard professional and ethical practices and abide by state and federal laws regarding privacy and confidentiality at all times. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Violations of privacy and confidentiality may occur intentionally or inadvertently and may result not only in dismissal from the nursing program but also possible civil and criminal penalties.

### Definition

Social networks are defined as “web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system” (Boyd & Ellison, 2007). Social media includes but is not limited to:

- Blogs, and micro-blogs such as Twitter
- Social networks, such as Facebook
- Professional networks, such as LinkedIn
- Video sharing, such as YouTube, Second Life and vlogs (video logs)
- Audio sharing, such as podcasts
- Photo sharing, such as Flickr, Instagram and Photobucket
- Social bookmarking, such as Digg and Redditt

- Public comment sections on webpages (such as those for online news sites), RSS feeds, Allnurses.com
- User created web pages such as Wikis and Wikipedia, and
- Any other internet-based Social Media application similar in purpose or function to those applications described above.

## Policy

- Maintain ethically prescribed professional boundaries surrounding the nurse-patient relationship in the online environment in addition to the classroom and testing areas.
- Follow HIPAA guidelines at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Promptly report any identified breach of confidentiality of privacy to clinical faculty or other appropriate authority.
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Salisbury University nursing student.
- Do not transmit or place online individually identifiable patient information.
- Be familiar with and use conservative privacy settings regardless of the content on social media profiles and seek to separate personal and professional information online.
- Practice restraint when disclosing personal information on social networking sites. Even seemingly innocuous pictures and comments can impact the respect and trust patients and peers have for Salisbury University nursing students, now and in the future.
- Be aware of your association with Salisbury University School of Nursing in online social networks. If identifying yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify views as your own. When posting your point of view, neither claim nor imply that you are speaking on Salisbury University School of Nursing's behalf, unless you are authorized to do so in writing.
- Understand that patients, colleagues, institutions, and employers may view postings.

In accordance with the *Nursing Code of Ethics*, it would be a violation of human rights if students:

- Take any pictures in any clinical, laboratory, or practice site without appropriate approval.
- Share, post, or transmit any personal information, health information, or images of other by way of any electronic media. Sharing this information is a violation of patient rights to confidentiality and privacy.
- Engage in communication with patients and their family members or legally appointed decision makers on social networking sites.
- Post on behalf of Salisbury University School of Nursing or as an official representative for the Salisbury University School of Nursing.
- Refer to anyone or any group in a disparaging, disrespectful, or threatening way, even if the person or group has not been identified. This includes, but is not limited to patients, families, faculty, and staff.

## Considerations

- Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect on both you and Salisbury University School of Nursing. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. Archival systems save information even if a post is deleted.
- Anonymity is a myth. Write everything as if you are signing it with your name.
- Consider the professional image you would like to portray. Future employers hold you to a high standard of behavior. By identifying yourself as a Salisbury University School of Nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even patient/clients. Ensure that content associated with you is consistent with your professional goals.

- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- If in doubt, don't post.

### **Consequences**

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program. Please refer to the Salisbury University Policy and Procedures Concerning Student Behavior in the Health Professions Academic Programs.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.)

*Approved May 2014*

### **Code of Community Standards/Academic Misconduct**

The University expects all students to conduct themselves in accordance with the highest standards of personal integrity and academic honesty. The School of Nursing expects all students to adhere strictly to the code of community standards and the principle and spirit of academic integrity as described in the Salisbury University "Code of Community Standards".

<https://www.salisbury.edu/administration/student-affairs/office-of-student-conduct/>

### **Accountability in Clinical Experiences**

The faculty in the School of Nursing places a high value on student accountability, honesty, and safety in clinical experiences. Clinical experiences include learning activities that take place in campus labs, the R.A. Henson Medical Simulation Center, and in affiliating community organizations (hospitals, health department, clinics, schools etc.). Accordingly, students are held to the standards of accountability, honesty, and safety in clinical performance. Accountability means that students are answerable or responsible for their actions. Personal accountability is the responsibility that students have to themselves and to the patients entrusted to their care including maintaining confidentiality related to health care under HIPAA.

Public accountability is the responsibility that students have to the University, the nursing profession and to the society in general. The primary goals of accountability in nursing are to maintain high standards of care and to protect clients from harm. Honesty is defined as demonstrating truthfulness in all one's words and integrity in one's actions. Safety is defined as protecting self, other health care providers, and clients from physical and psychosocial harm.

A student, who is not responsible in a manner that the clinical instructor evaluates as serious, may be disciplined as appropriate, including, but not limited to the assignment of a grade of "F" in the course. Examples of misconduct warranting discipline include, but are not limited to, 1) fraudulent or dishonest behavior, 2) behavior or judgment that compromises the safety of a client, 3) behavior that demonstrates continuing disregard for the rights of other members of the university community or public, 4) violation of rules of professional conduct established by accrediting or licensing bodies. Other conduct not listed here may also be grounds for dismissal from the Program and/or the University.

### **Dress Code for Nursing Majors**

Students are to comply with dress code policies as set forth by the School, as well as the policies of the individual clinical facilities where they are assigned. While many policies are designed to protect the safety of students and patients under their care, these policies also serve to guide students to properly represent both the University and the profession. Dress code requirements will vary among healthcare agencies. Any questions regarding these guidelines and students' general appearance are to be clarified by the clinical instructor and/or the individual agency.

School guidelines for general appearance while in the clinical setting:

1. Piercings must be limited to one small earring/stud per ear lobe. For safety reasons, students must refrain from wearing hoops or dangling earrings.
2. Fingernails must be clean and neatly trimmed (no more than 1/4" long).
3. Long hair must be pulled back when nursing care is being given.

In addition, the following may not be permitted in some clinical agencies:

1. Visible jewelry in body piercings, including but not limited to nose, facial or tongue studs, or multiple ear piercings (including those in the upper ear and ear gauges).
2. Artificial nails and/or fingernail polish or only fingernail polish that is clear/neutral.
3. Hair of an unnatural color as well as glitter spray, sequins, and other similar artificial adornments.
4. Tattoos (body art) Many facilities require that visible tattoos be covered as they may be offensive to patients/families and/or public.
5. Perfumes, scented lotions, aftershaves, and other scented products.
6. Facial hair (men)--if allowed, must be closely trimmed.

Students who do not comply with the School and/or clinical agency policies will be asked to remove or cover the article to comply. Students may not be allowed to participate in clinical. Participation will be at the discretion of the instructor and/or clinical agency. Additionally, violation of the School and/or clinical agency uniform guidelines may negatively impact the clinical grade.

The University shall have no obligation to refund tuition, otherwise accommodate the student, or make any other special arrangements in the event the student is unable to meet the individual dress code requirements of the clinical agency.

### **Academic Advising-Graduate**

Graduate students receive academic advisement upon entering the program and every semester with the Graduate Program Chair. As they progress in their studies, students will also work with other faculty who advise them on their culminating MSN or DNP projects. FNP students will also work closely with the FNP Coordinator to determine clinical placements.

### **Student Evaluation of Nursing Program**

The faculty believes that a systematic ongoing evaluation is essential to the development of an educationally sound professional program. Evaluation promotes the search for effective, efficient, and innovative approaches to learning and provides quality control. It provides a sound basis for making decisions regarding modification and changes, resulting in the continuing improvement of the educational program.

Purposes of the evaluation of the program are to:

1. Determine to what extent students and graduates are prepared to meet the purposes and objectives of the professional program.
2. Promote continuous improvement in the overall program to better achieve these purposes and objectives.
3. Encourage personal/professional growth and responsibility of faculty and students through participation in the evaluation of the educational program.

Students participate in the evaluation process by providing written evaluations of all nursing courses and of the teaching effectiveness of faculty members. Students have opportunities to share information through student representatives to School committees, by representation on course teams, and through other informal channels of communication. Students are also asked to complete an end-of-program evaluation at the time of graduation.

### Writing Formal Papers

The School of Nursing endorses the University policy on writing across the curriculum. Therefore, writing assignments are included in all nursing courses. Specific guidelines are provided by the course faculty. The School mandates the resource style listed below to be followed in the preparation of formal papers. The APA style must be followed carefully and consistently.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. Web site: <http://www.apa.org>

### Grievance Procedures

Students have a right to grieve a grade and to grieve charges relating to academic misconduct. There are stipulated processes for such grievances. The student is referred to the *Salisbury University Code of Community Standards* if such procedures are needed.

### Requirements and Application for Graduation

Degrees of Bachelor of Science (BSN), Master of Science (MSN), or Doctor of Nursing Practice (DNP) are awarded to nursing students who have completed all required courses in their respective curricula and are students in good standing at the University. (See *Salisbury University Catalog*, "College Curricula", and the nursing program *Curriculum Guide*).

***Students must submit an application for graduation to the Office of the Registrar during the semester before they graduate (fall semester for May graduates, Spring semester for December graduates)***, typically in the first semester of their final year in the program of study. The deadline for this application is published each semester on the university website.

## Section D: HEALTH REQUIREMENTS AND RELATED POLICIES

### Health Examination Policy

#### Initial Health Physical Examination

Because our clinical agencies require specific health information, all nursing students are required to have a completed health examination submitted one MONTH prior to the start of the program.

Therefore, all students must have a health examination in June, July or August. **Students taking longer than three years to complete their nursing curriculum** will be required to have a second health examination. The University Student Health Center does not provide this service.

The SU Nursing School form must be used for the health examination and may be obtained from the School's web site. The student is also required to submit a Technical Standards Verification form signed by the physician/health care provider verifying that the student is both physically and mentally fit to provide safe care to patients.

#### Tests for Communicable Diseases

Health care workers, including students in health care clinical experiences, are at risk for contracting a variety of communicable diseases, and are also at risk for spreading communicable diseases to vulnerable populations. The Centers for Disease Control (CDC) has specific recommendations for health care workers, in addition to the usual adult immunization recommendations, to better protect health care workers and the populations they serve.

The SU School of Nursing requires its students to provide proof of certain immunizations and/or immunities prior to the start of the program to assist the School in facilitating clinical placements that are required for program completion. Most, if not all, clinical sites require proof of the immunizations and/or immunities required by the program prior to clinical placement.

Please be advised that failure to receive and provide proof of immunizations (and/or proof of immunity) required by clinical sites may impact a student's ability to participate in clinical experiences that are required for program completion. Please also be advised that some clinical agencies may require immunizations in addition to those required by the program. Students with any questions about communicable diseases or immunizations should contact the Clinical Coordinator, School of Nursing.

## Initial Requirements Table of Immunizations

Tetanus, diphtheria, and pertussis (Tdap)	<p>All HCPs who have not or are unsure if they have previously received a dose of Tdap, should receive a dose of Tdap as soon as feasible, without regard to the interval since the previous dose of Td.</p> <p>Pregnant HCP should be revaccinated during each pregnancy. All HCPs should then receive Td boosters every 10 years thereafter.</p>
Measles, Mumps, Rubella (MMR)	Evidence of 2 doses of MMR given at least 4 weeks apart OR Laboratory evidence of immunity (Positive titers) for each of these: Measles, Mumps and Rubella.
Varicella vaccination	Physician Documentation of disease OR 2 doses of Varicella vaccine at least 4 weeks apart OR Laboratory evidence of immunity (positive titer) for varicella.
Hepatitis B	Complete series of vaccinations for Hepatitis B. If previously unvaccinated, will need 2 doses of Heplisav-B or 3 doses of Engerix-B or Recombivax HB series.
Tuberculosis	<p>Proof of a two-step tuberculosis skin test (TST) done 1-3 weeks apart, within the last 12 months or proof of two consecutive annual TSTs completed within the last 12 months.</p> <p>If a positive TST result, students must attach a copy of a negative Chest X- ray report. Please also include dates of prophylaxis therapy, if completed.</p> <p><b>Note:</b> A QuantiFERON blood test may be completed if ordered by the student's healthcare provider and results uploaded into the Castlebranch tracker system. Please notify the clinical coordinator to override/accept the entry to complete.</p> <p>Students who had/have a positive PPD and provided proof of a negative chest x-ray and treatment if indicated, will not need an annual TST. Instead, students will complete the Absence of TB symptoms form and upload to the tracker annually.</p>
Influenza	<p>Annual vaccination is required with documentation per Centers for Disease Control and Disease (CDC) recommendations.</p> <p>If unable to complete due to known allergic reaction or health conditions, a medical waiver is signed by the healthcare provider. In addition, clinical agencies may require unvaccinated students to wear a mask while providing patient care during influenza season.</p>

## Program Requirements for Graduate Courses

The maintenance of health requirements and CPR certification throughout the program is mandatory. Students who do not maintain current CPR or updated immunizations, including an annual Tb skin test (TST/PPD) and influenza (flu) vaccine, will not be allowed to participate in clinical activities. Also, students enrolled in any graduate course who do not maintain current CPR and health requirements will receive a Professional Concerns Report (Troubling Behavior-Professionalism Concerns Report) and their final grade in all enrolled courses will be an Incomplete, until all CPR and immunization requirements are complete and uploaded to CastleBranch. During their program of study, if a student receives multiple Professional Concerns Reports due to a lack of documentation of required CPR or immunizations, the Graduate Program Chair has the option of instituting an interim program dismissal.

It is the student's responsibility to read notices sent via email by the CastleBranch tracker system, as well as reminders sent via email from the School of Nursing regarding upcoming requirements that are due, and to submit documentation of updated requirements to CastleBranch by the due date.

### Waiver of Receipt of School of Nursing Required Immunization(s)

If a student is unable to receive required immunization(s) because of a medical contraindication, a Waiver of Receipt of School of Nursing Required Immunization(s) form must be signed prior to each academic year for which they are not able to fulfill the requirement. *The Waiver of Receipt of Required Immunizations must be signed by a licensed healthcare provider.*

### Uploading Relevant Information to Tracker Service

Students are supplied with detailed instructions on how to submit the completed documents to the online service known as Castlebranch.com where student health records will be confidentially maintained. Submitted materials are reviewed to verify that the student is eligible for participation in the clinical courses. Students are responsible for the annual cost of this service. No student will be allowed in a clinical agency without fulfilling this requirement. The student may also send a copy of the completed health record to the University Health Center.

## Health Maintenance by Students

### Significant Change in Health Status

Students must report any significant change in their health status that impacts their ability to meet the SU Nursing Program technical standards or be in compliance with the health requirements outlined on the Technical Standards Verification form. *By definition, any situation that curtails clinical performance activities for more than one clinical absence or creates a pattern of absences (e.g. every other week), and/or involves a hospitalization/medical observation will be considered a "Significant Change in Health Status".*

The following are common examples (not an exhaustive list) of changes in health status: diagnosis of mononucleosis or other infectious/communicable illnesses/diseases, disabling headache lasting more than one clinical week, fractures, or other injuries affecting physical ability, hospitalizations, behavioral health issues, or other emergency events.

A variety of factors, including length of time (more than one clinical absence or a pattern of absences), hospitalization/medical observation, clinical agency policies, and adherence to the usual standard of medical care, will enter into the determination of what kind of documentation is required before a student can return to clinical experiences.

1. **The Length of Absence from Clinical.** If the resolution of the health problem requires more than one clinical absence, the Change of Health status will be deemed significant, and will require documentation and signature by a provider stating that the student meets technical standards.
2. **Hospitalization/medical observation** will be considered a significant change in health status and will require documentation and signature by a provider stating that the student meets technical standards.
3. **Compliance with Clinical Agency Policies.** SU Nursing students and faculty must meet the health requirements of our clinical affiliates. If a student has had a significant change in health status as determined above, documentation and signature by a provider stating that the student meets technical standards will be required.

4. **Adherence to the usual Standard of Care.** If medical, psychological, and other types of interventions are ordinarily part of care, [e.g., rest, limitation of weight-bearing, use of casts/boots, crutches, restrictions on lifting, medications that alter cognition, etc.], students may not return to clinical until they provide documentation and signature from a provider stating that the student meets technical standards.

**Clinical faculty** will assess the situation regarding student participation in practica courses. The faculty, in consultation with the FNP Coordinator and the Graduate Program Chair of the School of Nursing, will make the decision as to whether the student has had a “*Significant Change in Health Status*” and the kind of documentation needed prior to returning to practica.

### Student Responsibilities for Significant Change in Health Status

The student must be aware that:

1. Suspected changes in health status must be reported to clinical instructors.
2. Clinical agency policies regarding health requirements may vary widely from location to location and by the population served e.g. policies for working with pregnant women, infants, and children are generally stricter.
3. After a “*Significant Change in Health Status*”, a new, updated Technical Standards Verification form and/or note completed and signed by a licensed health care provider indicating that the student is safe to return to clinical experiences.
4. Clearance to return to clinical experiences will not be granted until all medical documents have been uploaded and accepted by the Immunization Tracker system.

### Standard Precautions

Due to the nature of the practice of nursing, students may encounter patients or specimens capable of causing disease. Thus, it is critical that infection control techniques and precautions be followed. Appropriate standard precautions and needle and sharps precautions, as defined by the Centers for Disease Control, are followed by the School of Nursing. Each year, every nursing student must complete training on “Standard Precautions” to prevent the transmission of blood borne diseases.

In order to limit transmission of blood borne diseases, students are not permitted to perform invasive procedures on themselves or other students in the Nursing Resource Lab. Invasive procedures includes, but is not limited to, any form of injection or venipuncture. In addition, students may not practice invasive procedures on themselves, other students, or agency staff in the clinical setting. However, students are permitted to perform invasive procedures in clinical care settings on clients with direct supervision of appropriately licensed personnel. During such procedure, students could potentially be exposed to blood or body fluids. There is also potential for exposure during university flu clinics that are staffed by nursing students under the supervision of nursing faculty.

Standard precautions should not be relaxed for any reason. Despite careful practice of standard precautions, it cannot be guaranteed that students will not be exposed to blood and body fluids. This policy delineates what students and clinical faculty should do in the case of actual or suspected exposure.

### General Procedure Following Exposure, Illness, or Injury

If an exposure/illness/injury occurs during student experiences, the student is responsible for immediately reporting the incident to the clinical faculty and to the agency where the incident occurs. The initial care following any injury,

illness or exposure to blood or body fluid which happens to a student during clinical experiences may be done through the clinical agency or through the student's provider of choice (private medical provider or urgent care) as determined by the student. If the incident incurred by the student while at an agency with a clinical affiliation agreement with the University and the student so chooses, the initial care should be handled following the same procedure used for employees of the agency (for example, the emergency department, employee health, or county health department). Regardless of the place for initial care (agency or private medical provider), the student or the student's appropriate insurance carrier will be responsible for all charges incurred. The post-exposure or follow-up care should be conducted by the student's choice of private medical provider. While students are not required to maintain their own health insurance, they are urged to do so. Such exposures are to be reported to the Clinical Coordinator by the Course faculty.

### **Exposure to Blood or Body Fluids**

Any blood or body fluid contamination by percutaneous, mucous membrane, or increased risk of skin exposure is considered a MEDICAL EMERGENCY. Therefore, it is imperative that the student notifies his or her clinical instructor immediately after any exposure has occurred (even if only suspected exposure) so that appropriate investigation, follow-up, and prompt post-exposure prophylaxis can occur. Post-exposure prophylaxis, in some circumstances, should begin within one to two hours following exposure.

It is strongly recommended in the case of exposure that the initial care be provided by the agency in which the exposure occurred since the agency may be in the best position to facilitate testing of the source patient. If exposure occurred outside an agency capable of providing appropriate testing, the clinical faculty should contact the appropriate manager/supervisor of the agency to elicit support of that person to deal with the source patient. The manager/supervisor will facilitate obtaining consent for testing from the source person and refer the person to the local health department. Expenses for the lab testing in this case will be borne by the agency or the county health department.

### **Summary Steps: Exposure Procedure**

In the event of actual or suspected exposure,

The student will:

1. **Immediately** flush mucous membranes with water or saline, and cleanse wounds thoroughly.
2. Report exposure to the clinical faculty **immediately** to have them provide further information and to facilitate prompt investigation into the incident and referral treatment, if necessary.
3. Complete documentation of the incident as required by the clinical agency.
4. Seek initial care in the agency's appropriate area of care (the emergency department, employee health, or county health department). However, the student may choose to seek initial care through his/her own medical provider. In this case, the student may be excused from clinical to seek medical care.
5. Obtain post-exposure care conducted by the student's choice of medical provider.

The clinical faculty will:

1. Notify the Graduate Program Chair (text message, email, or phone call) that an actual or suspected exposure has occurred.
2. Assure the student completes the agency documentation and obtains a copy of all documentation to submit to clinical faculty.

3. Complete the appropriate School form, "Report of Unusual Occurrence" found on the "O" drive under "Forms". This form should be submitted to the Graduate Program Chair and Clinical Coordinator within 5 days with the agency documentation attached.

### CPR Certification

Current certification in cardiopulmonary resuscitation (CPR) by the American Heart Association or the American Red Cross is required for all students. The course must be designed for a health care provider. Students are supplied with detailed instructions on how to submit the completed document to the online service. The proof of CPR certification must be uploaded to and approved to participate in any nursing clinical course.

### Liability Insurance

Students are automatically billed by the University each semester that the student is registered in a clinical nursing course for malpractice insurance (extent of coverage is \$1,000,000-3,000,000).

### Drug Screen Testing

Due to changing clinical site and agency regulations, Salisbury University students who accept admission to any the nursing program (BSN, MSN, DNP) must now complete drug screen testing to participate in clinical experiences. This testing is managed through the PreCheck system. Instructions for completion are provided by the School of Nursing. The cost of testing is the responsibility of the student. It is highly possible that in the near future all students may be required to undergo additional drug screen testing for some or all clinical experiences including both routine and random drug screening. The School of Nursing will provide information for students as it becomes available. Students who do not complete this requirement will be unable to remain in their respective programs.

### Policy on Alcohol/Drug Use

The School of Nursing recognizes that alcohol abuse and drug use are societal problems that can affect nursing students, faculty, and all in the profession. These problems can adversely influence the learning environment, and persons with impaired judgment and skills are not safe in providing care in any health setting. **Students must be free of alcohol and illicit drugs in order to participate in any clinical experience.**

### Education

The School of Nursing is committed to including education on drug and alcohol use in the curriculum. The faculty and students will be educated on the recognition of symptomatic behaviors, their adverse consequences in a health care setting, the belief that drug and alcohol problems are amenable to treatment and rehabilitation, and the philosophy that those individuals in the profession with addictive illnesses should be given the opportunity to seek treatment. These beliefs are articulated in the position statement of the American Association of Colleges of Nursing (AACN), the Maryland Board of Nursing, the SU Code of Conduct, Policies, and Procedures, and the SU Nursing Student Handbook.

### Clinical Placement Drug and/or Alcohol Testing

If a student is rejected for placement by a facility based on the results of a positive drug and/or alcohol test, the student will be counseled on his/her rights to challenge the results of the test. If the student challenges the results

and is unsuccessful, the student will be referred to the SU Student Health Center for further evaluation and treatment. The student will not be permitted to participate in the clinical rotation and may face disciplinary action within the Nursing School and the University. Such disciplinary action may range from failure in the nursing course through dismissal from the nursing program and/or dismissal from the University. Any disciplinary proceeding that may be initiated will be conducted according to the School of Nursing Student Handbook Disciplinary Procedures and/or University Student Code of Conduct, Policies and Procedures, as appropriate.

### **Students Found to Be Under the Influence of Illicit Drugs and/or Alcohol**

Students must be free of alcohol and illicit drugs in order to participate in any clinical experience. Students in violation of drug and alcohol policies detected by behavioral signs and symptoms may be subject to disciplinary action ranging from failure in the nursing course through dismissal from the nursing program and/or dismissal from the University. Students evidencing behaviors in clinical settings including but not limited to, alcohol on breath, pupillary changes, slurred speech, motor incapacities, or other signs and/or physical symptoms suggesting impairment, will be questioned by faculty. If, in the faculty member's judgment, it is reasonable to believe that impairment exists, then students will be asked to leave the clinical setting **immediately**. Family, friends, or Public Safety officers are expected to provide safe transportation for the student away from the clinical site. Students will also be referred to the SU Student Health Center for evaluation and treatment. Any disciplinary proceeding that may be initiated will be conducted according to the School of Nursing Student Handbook Disciplinary Procedures and/or University Student Code of Conduct, Policies and Procedures, as appropriate.

### **Disciplinary Action**

Discipline for alcohol and/or drug violations will be implemented in accordance with the Policy on Behavior of Health Professions Handbook and/or the SU Student Code of Conduct, Policies and Procedures. Sanctions imposed for alcohol and/or drug violations range from course failure, to suspension from the Nursing Program and/or the University for typically one year, to expulsion from the Nursing Program and/or University.

Procedures for readmission to the Nursing Program after a drug/alcohol related suspension are described in the Nursing Program Student Handbook Disciplinary Procedures – Procedures for Readmission. Students seeking readmission after a drug/alcohol related suspension will typically have to satisfy conditions prior to readmission, as well as conditions after readmission, including, but not limited to, providing the Nursing School with evidence of the student's rehabilitation and continuing rehabilitation efforts, as well as evidence that the student is safe to return to the program and unlikely to incur future violations. A second documented incident of unsafe impaired behavior or violation of the drug/alcohol policy will result in expulsion from the nursing program with no possibility of re-entry.

The University has no obligation to refund tuition and fees, or otherwise make accommodations if a student's drug/alcohol policy violation renders them ineligible to complete required clinical experiences and courses or obtain a license to practice nursing.

### **Criminal Background Check**

All students who accept admission to the nursing program must undergo a criminal background checks prior to beginning nursing courses. It is highly possible that students will have to undergo additional criminal background checks throughout the program. The School of Nursing will provide information for students as it becomes available

and it will be the students' responsibility to assume the responsibility of the cost and have the background check completed.

**Students are advised that if they have been convicted of a felony or have pled nolo contendere to a felony or to a crime involving moral turpitude, they may not be eligible for some clinical placements and may be unable to complete program requirements. Likewise, they may be ineligible for licensure as a Registered Nurse in some states including Maryland.**

All students must sign a Notice of Possible Implications of Criminal Convictions and Required Criminal Background Checks. This form states that the student is aware of the possibility of a criminal background check and the implications for licensure if they have a criminal background. The student is responsible for the cost of the criminal background check.

## TRANSPORTATION

Learning experiences are planned in various health care facilities, community agencies, and other selected sites. **Please note: Nursing students are responsible for providing their own transportation to and from assigned clinical experiences. As with everyday life, students are individually responsible for assuring their own safety.** Students must therefore have access to individual transportation. Students traveling for lab or clinical experiences may have additional expenses for travel.

## SCHOOL RESOURCES

### The Lucy Tull Nursing Resource Laboratory and the Health Assessment Laboratory

The **Lucy Tull Nursing Resource Laboratory** and the **Health Assessment Laboratory** comprise the Nursing Resource Laboratories and are located on the second floor of Devilbiss Hall. The purposes of the NRLs are twofold: providing a simulation of a clinical setting for the practice and mastery of clinical nursing skills and providing a place for study.

### Richard A. Henson Medical Simulation Center

Simulation experiences typically involve high-fidelity medical mannequins which can be remotely controlled to enact planned scenarios demonstrating various clinical events. The simulation experiences are video-taped (typically with multiple cameras) for later review by instructor and students. Alternatively, 'standardized patients' (trained actors) may interact with student clinicians and portray various illnesses (e.g. mental health symptoms). The interactions between student and 'standardized patient' are filmed for later review and feedback. The Richard A Henson Medical Simulation Center is located at 106 Pine Bluff Road, Salisbury, MD.

## SALISBURY UNIVERSITY RESOURCES

The University provides additional services to facilitate student success. These include personal and career counseling, study skills enhancement, test taking strategies, and reading and writing tutoring. Students may contact these offices themselves or ask their faculty advisor to do so. Occasionally, faculty may require students to seek assistance from these offices.

### University Computer Labs

University computer labs are in Fulton Hall, Guerrieri Academic Commons, and the University Center. Some lab hours are reserved for formal classes, but each lab has open hours every week. Hours of operation are posted early each semester on the information technology web site. Student monitors are always available in the labs whenever they are open. All computers in these labs are linked to the SU network providing access to Microsoft office products, statistical packages, e-mail, and the internet. Several nursing applications are also available through the Network Application Launcher Icon.

### University Writing Center

The University Writing center offers a place where writers can meet to talk about their work with trained consultants. Their services are free of charge to any member of the Salisbury University community. Appointments can be made online at <http://www.salisbury.edu/uwc/>. Walk-ins are accepted if a consultant is available.

Writing Center Highlights:

- All sessions are confidential
- Assistant available for any kind of assignment
- Assistance can be given at any stage of writing (rough draft or final work)
- Individual or group sessions available

Writing Center consultants all have strong writing skills and backgrounds in multiple disciplines of academia - not just English. The writing center is in Room 260 at the Guerrieri Academic Commons. Phone: 410-543-6332 (or Salisbury University extension 36332). For questions: please email [uwc@salisbury.edu](mailto:uwc@salisbury.edu)

### Information for Veterans

Salisbury University is committed to providing quality services and programs for veterans. We recognize and appreciate your service to and sacrifice for our country, and we look forward to assisting you as you achieve your educational and career goals. Please visit <http://www.salisbury.edu/veterans> for more information.

### Career Services

Students are encouraged to contact the center to facilitate the development of a resume for professional purposes. This would include activities related to professional development, letters of recommendation, etc. The web site is at <http://www.salisbury.edu/careerservices/>

### Guerrieri Academic Commons – Library Resources

Many nursing courses identify required readings that are kept on e-reserve at the Guerrieri Academic Commons. A reference librarian, appointed as the primary resource person for the Nursing School, will assist students in locating literature, journals, and other related resources. The librarian will also assist students with computer searches. Several data bases of health care related journals are available in the library and/or via the library web site. For more information, go to the web site of the Library at <http://www.salisbury.edu/library/>

### Center for Academic Achievement

The Center for Student Achievement is in Room 270 of the Guerrieri Academic Commons, (410-677-4865). The mission of the Center is to enhance student learning, academic success, and personal growth through engagement in

the Salisbury University academic community. For more information, go to the website <http://www.salisbury.edu/achievement>

## Part II: OVERVIEW OF GRADUATE NURSING PROGRAMS

### Section A: GRADUATE NURSING PROGRAMS

The purposes of the graduate nursing programs are consistent with the philosophy and mission of the School and the University. The programs are designed to:

- Enrich students' scientific foundation as a basis for advanced practice
- Prepare students for roles in advanced practice, administration, and nursing education
- Prepare students for leadership in health care
- Prepare students to continue professional development, including doctoral study

#### The Graduate Student Council (GSC)

The GSC is the official political and social body for the graduate students at SU. The GSC's goal is to provide avenues for intellectual, professional, personal, and social development through grants, advocacy, public presentation of research, graduate community events, and campus service support. More information can be found at <http://www.salisbury.edu/campusgov/gsc/>

#### Transfer Credit

Students can transfer no more than 1/3 of the total number of program credits. All transferred credits must have a grade of B or better.

#### Graduate Grading Scale

A.....	90-100%
B+.....	86-89.9%
B.....	80-85.9%
C+.....	76-79.9%
C.....	70-75.9%
D.....	60-69.9%
F.....	Less than 60%

#### Electronic Student Tracking System

Students enrolled in the DNP program are required to purchase and utilize Typhon NPST™ software for use in nursing courses. There is a one-time fee for students to use the software throughout their program of study. Typhon NPST™ system is web-based, HIPAA compliant, and allows students to quickly and easily document: 1) clinical and practicum time logs, 2) patient encounter information, such as demographics, clinical information, diagnosis and procedure codes, medications, and brief clinical notes, and 3) achievement of program competencies. Data entry and time log documentation must be entered within 10 days of the activity. Late entries will not be accepted.

#### Electronic Portfolio (ePortfolio)

All graduate students will develop an electronic portfolio to demonstrate achievement of MSN or DNP Essentials. The electronic portfolio feature of Canvas® (MyClasses) is used for this purpose.

The MSN portfolio includes:

1. Curriculum vitae or resume

2. Evidence of completion of MSN culminating project-Internship, Capstone, or Thesis
3. Exemplars of scholarly work completed in MSN courses to reflect achievement of SU aggregate student outcomes, Essentials of Master's Education (AACN, 2011). Each course syllabi will identify the deliverables that are to be uploaded to the portfolio.

The DNP portfolio includes:

1. Curriculum vitae or resume
2. DNP Practicum (NURS 880): Examples include practicum deliverables, preceptor evaluations and summary of DNP practicum hours
3. DNP Scholarly Project (NURS 881-884): Examples include proposal and final paper
4. Exemplars of scholarly work completed in DNP courses to reflect achievement of SU aggregate student outcomes, Essentials of Doctoral Education for Advanced Practice Nurses (AACN, 2006), and Nurse Practitioner Core Competencies (NONPF, 2012). Each course syllabi will identify the deliverables that are to be uploaded to the portfolio.

## **Section B: THE POST BACCALAUREATE CERTIFICATE IN HEALTH CARE MANAGEMENT**

This program is for students with a previous bachelor's degree in any discipline who are seeking additional course work in health care management. Students are required to take courses in NURS525 Health Care Systems (3 credits), NURS526 Healthcare Informatics (3), NURS561 Healthcare Management Seminar (3) and one of the following: NURS515 Epidemiology, NURS542 Qualitative Research, NURS562 Health Care Management Practicum, MATH502 Applied Statistics, or NURS544 Quantitative Health Care Research.

### **Admission Requirements**

Applicants for the Post Baccalaureate Certificate (PBC) in Health Care Management program must have a bachelor's degree in any discipline with a grade point average of 3.0 on a 4.0 scale.

PBC applicants must:

- Be admitted for graduate study at SU.
- Complete the application to the graduate nursing program, along with the following:
  - a 1-2-page narrative of educational and professional goals:
  - One academic and/or professional recommendations addressing potential for success in the graduate courses.
- Provide evidence of successful completion of a basic statistics course.
- Have a personal interview with the Graduate Program Chair or designee.

## **Section C: THE MASTER OF SCIENCE PROGRAM**

The School of Nursing at Salisbury University offers Master of Science programs for Nurse Educators and Health Care Leaders. Required courses for each of these programs are offered on a rotational schedule and must have a minimum number of enrolled students.

## Standards and Documents relevant to the Master of Science Program

The Master of Science degree program is guided by the following standards and documents, which are available in the Nursing School Office.

American Association of Colleges of Nursing (AACN). (2011). The Essentials of Master's Education in Nursing.

American Nurses Association (ANA). 3rd edition (2016). Nursing: Standards and Scope of Practice. Washington, D.C.: Nursebooks.org.

AONE, AONL. (2015). AONL Nurse Executive Competencies. Chicago, IL: AONE, AONL. (American Organization for Nursing Leadership, Formerly American Organization of Nurse Executives)

Commission on Collegiate Nursing Education (CCNE). (2013 Revision). Standards for Accreditation of Baccalaureate and Graduate Nursing Programs

Maryland Board of Nursing (MBON). (2019). Nurse Practice Act. Annotated Code of Maryland, Health Occupations Article, Title 8; Code of Maryland Regulations Title 10, Subtitle 27.

National League for Nursing (NLN) (2013). Academic Nurse Educator Competencies. Retrieved from:<http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nurse-educator-core-competency>

## Master's Program Outcomes (approved 12/2015)

Upon completion of the Master's program, students will be able to:

- Integrate expanded knowledge of arts and sciences into professional practice to improve health outcomes.
- Use organizational and systems leadership to establish best practices.
- Demonstrate competence in preparedness to assess and apply quality principles within an organization.
- Promote quality improvement and safety at the system level.
- Foster a spirit of inquiry and initiate the use of research evidence in practice settings.
- Use information technology to improve organizational workflow and health care outcomes.
- Demonstrate ability to navigate and integrate healthcare services for individuals, families, and communities to improve the health of populations.
- Collaborate inter-professionally to improve health outcomes.
- Integrate evidence-based strategies regarding health promotion and disease prevention to improve health outcomes for identified populations.
- Educate clients and peers to empower them to improve health outcomes.
- Supervise/manage healthcare of individuals, families, groups, and populations in complex situations.
- Use advanced nursing practice (ANP) skills to influence healthcare policy improvement.

## Admission Standards for the Master's Program

Applicants for admission to the MSN track must meet all University requirements and be accepted for admission to graduate study by the Admissions Office of Salisbury University. Upon acceptance for graduate study by the University, students may then apply to the School of Nursing for admission to the graduate

program. Admission to the School of Nursing is competitive and will be based on evaluation of the applicant's overall academic qualifications.

### **Admission Requirements for the Master's Program:**

Applicants for the Master of Science in Nursing must have:

- Successfully completed a nationally accredited baccalaureate degree program in nursing with an earned grade point average of 3.0 on a 4.0 scale.

Master's applicants must:

- Be admitted for graduate study at SU.
- Complete the application to the graduate nursing program, along with the following:
  - a 1-2-page narrative of educational and professional goals:
  - a curriculum vitae or resume
  - Two academic and/or professional recommendations addressing potential for nursing graduate study.
- Provide evidence of successful completion of a basic statistics course. It is also recommended that candidates have successfully completed the following undergraduate courses: anatomy and physiology (all body systems), health assessment, and pharmacology.
- Have a personal interview with the Graduate Program Chair or designee.
- Have an active unencumbered RN license in the U.S. Upon enrollment, upon enrollment students must have evidence of a Maryland RN license or a licensure in a compact state.

### **Enrollment Requirements for the Master's Degree**

After acceptance into the nursing program and prior to beginning any courses, students must:

- Meet all Nursing School health requirements
- Provide evidence of current certification in cardiopulmonary resuscitation (CPR) by the American Heart Association or the American Red Cross
- Provide a 2x2" passport photo for their permanent School file.

### **MSN Course of Study**

A total of 36 - 39 semester hours (depending on the track) must be successfully completed for the MSN program. Students should be aware that many courses have pre-requisites, and some courses are offered on a rotating schedule. Students should plan the sequence of their courses with the Graduate Program Chair to facilitate the most efficient course of study. Both part-time and full-time study plans are available for MSN students.

### **Culminating Master's Work: Thesis/Capstone/Internship Courses**

The Master's degree program requires completion of a thesis, a capstone, OR an internship, included in the total 36-39 semester hours. Students registering for these courses should refer to the respective manual and syllabus for guidance concerning course requirements, format, and process. These manuals are available on the Graduate Information Resources MyClasses site or from the Graduate Program office.

Students must earn a B or better in all graded credits for Thesis, Internship, or Capstone to successfully complete the requirements for the Master’s degree.

All MSN students are required to submit a hard copy of their faculty-approved final scholarly paper/project to the Salisbury University library for binding and archiving. There is no cost to students. Additionally, students are required to submit their final MSN scholarly work to two e-repositories *SOAR*, a University of Maryland System e-repository, and *ProQuest*. Details about all submission processes appear in the Thesis/Capstone/Internship Guidelines and syllabi. There is no charge for either submission.

### National Certification

The tracks of the Master’s program lead to eligibility for national certification. Student are encouraged to go to the website and to consult with the Graduate Program Chair.

Certifications are as follows:

- Certified Nurse Educator, credentialed by the NLN, called Certified Nurse Educator, (CNE)
- Health Care Leadership credentialed by AONL called Certified in Executive Nursing Practice, (CENP)

### Curriculum Plans

#### NURSE EDUCATOR

**MSN CORE COURSES** (Required of all students): CREDITS

NURS 515 Epidemiology	3
NURS 542 Qualitative Research in Health Care	3
NURS 544 Quantitative Research in Health Care	3
MATH 502 Applied Statistics	3

#### MSN Nurse Educator Concentration

NURS 510 Advanced Health Assessment-didactic	3
NURS 552 Advanced Human Physiology/Pathophysiology	3
NURS 522 Advanced Pharmacotherapeutics	3
NURS 570 Theory and Role Development	3
NURS 575 Curriculum Development and Program Evaluation	3
NURS 576 Instructional Strategies and Technologies	3
NURS 577 Advanced Nursing Practicum (200 hrs.)	3
NURS 578 Nurse Educator Practicum (200 hrs.)	3

**THESIS/CAPSTONE/INTERNSHIP** **3**

1. NURS 590 Thesis (3 credit hr.) OR
2. NURS 592 Internship (3 credit hr.) OR
3. NURS 593 Capstone I, NURS 594 Capstone II, and NURS 595 Capstone III (1 credit each)

**TOTAL CREDITS MSN Educator..... 39**

**HEALTH CARE LEADERSHIP**

**MSN CORE COURSES** (Required of all students): CREDITS

NURS 515 Epidemiology	3
NURS 542 Qualitative Research in Health Care	3
NURS 544 Quantitative Research in Health Care	3
MATH 502 Applied Statistics	3

**MSN Health Care Leadership Concentration Courses** CREDITS

NURS 525 Health Care Systems	3
NURS 526 Health Care Informatics	3
NURS 561 Health Care Management Seminar	3
NURS 562 Health Care Management Practicum	3
NURS 571 Health Care Leadership Seminar	3
NURS 572 Health Care Leadership Practicum	3

**XXXX XXX Graduate-level Non-nursing Elective 3**

**THESIS/CAPSTONE/INTERNSHIP** 3

1. NURS 590 Thesis (3 credit hr.) OR
2. NURS 592 Internship (3 credit hr.) OR
3. NURS 593 Capstone I, NURS 594 Capstone II, and NURS 595 Capstone III: 1 credit each)

**TOTAL CREDITS MSN Healthcare Leadership.....36**

**RN to MSN**

RN to master’s students are required to complete the following undergraduate nursing courses:

NURS 319 Health Assessment	3
NURS 329 Research Methods	3
NURS 430 Community Health Nursing	3
NURS 431 Community Health Practicum	3
NURS 440 Senior Seminar	3
NURS 441 Internship	3
<b>OR</b>	
NURS 442 Leadership and Management	2
NURS 443 Leadership & Management CLN	2
NURS 490 Independent Study	2

After admission to the MSN program, students select a concentration (Educator or Health Care Leadership) and complete the following:

**MSN CORE COURSES** (Required of all students): CREDITS

NURS 515 Epidemiology	3
NURS 542 Qualitative Research in Health Care	3
NURS 544 Quantitative Research in Health Care	3
MATH 502 Applied Statistics	3



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American Nurses Association (ANA). (2016). Nursing: Standards and Scope of Practice (3<sup>rd</sup> ed). Washington, D.C.: Nursebooks.org.

AONE, AONL. (2015). AONL Nurse Executive Competencies. Chicago, IL: AONE, AONL. (American Organization for Nursing Leadership, Formerly American Organization of Nurse Executives)

Commission on Collegiate Nursing Education (CCNE). (2013). Standards for Accreditation of Baccalaureate and Graduate Nursing Programs

Maryland Board of Nursing (MBON). (2019). Nurse Practice Act. Annotated Code of Maryland, Health Occupations Article, Title 8; Code of Maryland Regulations Title 10, Subtitle 27.

National Organization of Nurse Practitioner Faculties (NONPF). (2016). Population-Focused Nurse Practitioner Competencies.

National Task Force on Quality Nurse Practitioner Education (NTF). (2016). Criteria for Evaluation of Nurse Practitioner Program (5th Edition). Washington, DC.

### DNP Student Outcomes (approved by NDO 10/10/14)

Upon completion of the DNP program, students will be able to:

- Use scientific knowledge and evidence-based practice as a DNP to improve health care outcomes for individuals and populations.
- Provide leadership in evaluating organizations in order to improve patient and health outcomes.
- Translate research and use evidence-based practice to improve health care practice and outcomes.
- Evaluate information technology for the improvement and transformation of health care.
- Design, influence, and implement health care policy to meet the needs of individuals and populations.
- Practice interprofessional collaboration for improving individual and population outcomes.
- Promote health, reduce risk, and prevent illness for individuals and populations.
- Demonstrate competency in advanced nursing practice as a FNP or as a leader with individuals or populations.

### Program Overview

The DNP program builds upon generalized preparation at the undergraduate level and provides advanced role-preparation and knowledge in specialized areas of nursing. Salisbury University's Post-Master's Doctor of Nursing Practice (DNP) degree was launched in the fall of 2012. This initiative was consistent with the American Association of Colleges of Nursing's (AACN) [Position Statement on the Practice Doctorate in Nursing](#) (2004), which stated that the educational programs for Advance Practice Nurses, including Family Nurse Practitioners, should grow from Master's-level programs into Doctor of Nursing Practice (DNP) programs by 2015.

The Salisbury University DNP program prepares graduates to promote the delivery of safe, high-quality care for patients with increasingly complex health care needs. In addition, these graduates will be able to develop and implement new policies designed to improve the health care outcomes of individuals, groups and communities. They will be adept at navigating healthcare systems, working with other disciplines toward quality improvement and better patient outcomes. DNP graduates will also be able to move into clinical faculty roles, helping to ease the shortage of RN's in the local area, serving as faculty for the local institutions of higher education in the area.

The School of Nursing at Salisbury University offers three options for DNP completion:

- **Post-BS to DNP-FNP focus** an 80 credit post-baccalaureate option leading to a DNP degree and eligibility for certification as a family nurse practitioner
- **Post-Master's to DNP-Leadership focus**, a 38-credit option for students with a Master's degree in nursing. This option leads to a DNP degree and eligibility for certification as a Certified in Executive Nursing Practice, (CENP).
- **Post-Master's to DNP-FNP focus**, a 68-credit option for students with a Master's degree in nursing who wish to become family nurse practitioners. This option leads to a DNP degree and eligibility for certification as a family nurse practitioner.

Students meet with the Graduate Nursing Chair for individualized curriculum planning to assure that they are meeting the requirements of the program, including 1000 clinical hours.

### **Culminating DNP Work: DNP Project**

The DNP program requires completion of a DNP project, consisting of 4 courses (NURS 881, 882, 883, and 884). Students registering for the DNP Project should refer to the DNP Project Guidelines and the DNP Project syllabi for information on requirements and the process. The DNP Project Guidelines is available on the Graduate Information Resource website and from the Graduate Nursing office. Students must earn a B or better in all 4 courses to successfully complete the degree requirements for the DNP.

All DNP students are required to submit a hard copy of their faculty-approved final DNP Scholarly paper to the Salisbury University library for binding and archiving. There is no cost to students. Additionally, students are required to submit their final DNP Scholarly paper to two e-repositories *SOAR*, a University System of Maryland e-repository, and *ProQuest*. There is no charge for either submission. Details about all submission processes appear in the DNP Project Guidelines and NURS 884 DNP Evidence-Based Project syllabus and at <http://libraryguides.salisbury.edu/DNPprojects>

### **Admission Standards for the DNP Program**

Applicants for admission to the DNP program must first meet all University requirements and be accepted by the Admissions Office of Salisbury University for graduate study. After receiving this acceptance, students may then apply to the School of Nursing for admission to the DNP program. Admission to the School of Nursing is competitive and will be based on evaluation of the applicant's overall academic qualifications.

### ***Admission Requirements - Post-Bachelor's to DNP (FNP)***

Admission to the Post-BS to DNP program is a competitive process, and the following required items will be considered individually as the final applicant selections are made.

- BS in Nursing from a nationally accredited program
  - Applicants with cumulative undergraduate GPA  $\geq 3.50$  (on a 4.0 scale) are given priority.
  - Applicants with cumulative undergraduate GPA 3.0 - 3.49 may be considered on an individual basis.
- Proof of successful completion of basic undergraduate Statistics and undergraduate Research within the last 5 years (minimum grade of "C" required).
- Current and active United States Registered Nursing (RN) license
- Official transcripts from all colleges and universities attended
- Current resume or curriculum vitae
- Three academic or professional references/letters of recommendation
- A 500 to 1,000-word essay outlining the differences between a DNP, PhD, and EdD and why the DNP is important to the applicant. The essay must include at least two scholarly references and a reference page in APA format.
- Residency/Domicile Information form (for those students applying for in-state tuition)
- Documents required of international students: Please consult the Center for International Education at <http://www.salisbury.edu/intled/ISS/admissions/>
- International Students: Proficiency in spoken and written English with the following minimum TOEFL scores: 550 for the paper-based examination, 213 for the computer-based examination, and 79 for the Internet-based examination

### ***Admission Requirements - Post-Master's to DNP***

Admission to the Post-Master's DNP program is a competitive process, and the following required items will be considered individually as the final applicant selections are made:

- MS in Nursing from a nationally accredited program with a cumulative GPA of 3.0 or higher
- Proof of satisfactory completion of master's level statistics.
- Current and active United States Registered Nursing (RN) license
- Official transcripts from all colleges and universities attended
- Current resume or curriculum vitae
- Three academic or professional references/letters of recommendation
- A 500 to 1,000-word essay outlining the differences between a DNP, PhD, and EdD and why the DNP is important to the applicant. The essay must include at least two scholarly references and a reference page in APA format.
- Residency/Domicile Information form (for those students applying for in-state tuition)
- Documents required of international students: Please consult the Center for International Education at <http://www.salisbury.edu/intled/ISS/admissions/>
- International Students: Proficiency in spoken and written English with the following minimum TOEFL scores: 550 for the paper-based examination, 79 on Internet-based examination

### Specific Graduate Course Work Requirements

- Completion of **separate, graduate level courses in quantitative and qualitative research** are required as prerequisites to NURS 744 Evidence-Based Practice. Applicants who have completed only one of these research courses or a combined quantitative/qualitative course will be expected to take a second course to meet the prerequisite. The focus of the second course will be determined by the Graduate Program Chair based upon review of the applicant's transcript and previous graduate research course syllabus.
- Completion of **separate, comprehensive, graduate level courses in advanced physiology/pathophysiology, advanced health assessment, and advanced pharmacology** are required prerequisites to NURS 749 Health Assessment Practicum, NURS 750 Adult Health Management, NURS751 Women's Health Management and NURS 752 Children's Health Management. These prerequisite courses must be completed within three years of enrolling in NURS 749, 750, 751 or 752.
  - Students in the post-master's DNP-Leadership focus are not required to complete these courses since this degree has a non-clinical focus.
  - This requirement is waived for applicants who hold current national certification and licensure as an advanced practice nurse (nurse anesthetist, nurse practitioner, clinical nurse specialist, or nurse midwife).
- In order to tailor the program of study to meet individual needs, a gap analysis will be completed to identify required courses or refreshers.  
(Revision to Post MS to DNP admission requirements approved by SNO, November 9, 2018)

### National Certification

Students interested in achieving certification in specialty areas should study the ANCC requirements and contact the Graduate Program Chair or Family Nurse Practitioner Coordinator upon matriculation into the DNP program. Certification information for the American Nurses Credentialing Center (ANCC) is available on the web at: <http://www.nursingworld.org>.

### Curriculum Plans

All graduate curriculum plans can be found at this website:

<https://www.salisbury.edu/administration/academic-affairs/graduate-academic-checklist.aspx>

### Post-DNP Certificate of Completion-Family Nurse Practitioner

This 30-credit program is designed for students who have already completed a DNP degree or are enrolled in the SU DNP program and wish to complete coursework for eligibility to take the Family Nurse Practitioner certification exam. It is typically completed over a 2-3-year period. Admission to the certificate of completion option is competitive and limited in numbers.

Note: This certificate is not representative of the FNP credential. The award of this certificate of completion represents that the individual has completed the educational requirements for examination and licensure as a family nurse practitioner.

### ***Post-DNP Certificate of Completion-FNP Student Outcomes***

Upon completion of the post-DNP certificate of completion program students will be able to:

- Demonstrate knowledge, skills, and abilities essential to independent clinical practice as a Family Nurse Practitioner.
- Provide the full spectrum of health care services for individuals and populations including adults, women, and children.
- Function in the advanced practice role as a family nurse practitioner and as a member of an interprofessional healthcare team.
- Provide leadership as an FNP as it relates to development of local, state, and national health policies.

### ***Admission Requirements-Post-DNP Certificate of Completion-FNP***

Admission to the Post-DNP Certificate of Completion option is a competitive process, and the following required items will be considered individually as the final applicant selections are made.

- DNP from a nationally accredited program with a cumulative GPA of 3.0 or higher
- Current and unencumbered United States Registered Nursing (RN) license
- Official transcripts from all colleges and universities attended
- Current resume or curriculum vitae
- Three academic or professional references/letters of recommendation
- A 500 to 1,000-word essay outlining why the Certificate of Completion-FNP is important to the applicant, and how it is consistent with their academic and professional goals and objectives
- Residency/Domicile Information form (for those students applying for in-state tuition)
- Documents required of international students: Please consult the Center for International Education at <https://www.salisbury.edu/admissions/international-students/index.aspx>
  - International Students: Proficiency in spoken and written English with the following minimum TOEFL scores: 550 for the paper-based examination, 79 for the Internet-based examination
- All Post-DNP-Certificate of Completion-FNP applicants will be interviewed by the Graduate Program Chair or designee.

**After acceptance into the nursing program and prior to beginning any courses students must:**

- Meet all School of Nursing health requirements.
- Provide evidence of current CPR certification, and evidence of current RN license in Maryland or compact state.
- Provide a 2x2" passport photo for their permanent School file.

### ***Post-DNP-FNP Certificate of Completion – Time Limit and Progression policies***

- Students enrolled in this option have a 5-year time limit to complete the curriculum. This limit begins with the date of enrollment in the 1st “P” (advanced physiology/pathophysiology, advanced pharmacotherapeutics, or advanced physical assessment).
- Progression and dismissal policies listed below are applicable to the post-DNP certificate program.

## SECTION E: PROGRESSION AND DISMISSAL POLICIES IN THE GRADUATE PROGRAM

### Terminology

Culminating DNP course work- Culminating course work required for the DNP program of study. These include: NURS 880 (DNP Practicum), NURS 881, NURS 882, NURS 883, and NURS 884 (DNP Project Courses 1-4).

Culminating Master's course work - Culminating course work required for the master's degree track include master's thesis, capstone, and internship courses. Students must choose one of the following three options: Either *Thesis* (Total of 3 credits over a minimum of 2 semesters, NURS 590), *Capstone* – (Three 1 credit courses over 3 semesters: NURS 593, NURS 594, and NURS 595), or *Internship* (3 credits in one semester: NURS 592).

Doctoral Practice Experience Course (NURS 694) - a practicum course required of those students whose master's program did not have 600 hours of clinical practice. (See Curriculum Guide).

Doctoral student - Student in the Doctor of Nursing Practice (DNP) degree program hereafter referred to as “doctoral student”.

Graduate Program of study- Any graduate program that leads to a degree, including: Master's, Doctor of Nursing Practice, and Post DNP-FNP Certificate of Completion.

Master's student - Student in any master's degree program in nursing hereafter referred to as “master's student”.

Practicum courses – Those courses required in the degree or certificate program that consist totally, or in part, of a clinical or practicum component. Examples of such courses include: Advanced Health Assessment Clinical Practicum (NURS 749), Family Nursing (NURS 716), and DNP Evidence-Based Practicum (NURS 880).

Theory courses – Those courses required in the degree or certificate program that consist of theory-only (no clinical or practicum component). Examples of such courses include: Advanced Health Assessment (NURS 510), Evidence-Based Practice (NURS 744), and Statistics (MATH 502).

Three P's (3 P's)- Refers to required course content in three areas: 1) advanced physiology/pathophysiology, 2) advanced health assessment/physical assessment, and 3) advanced pharmacology.

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

American Association of Colleges of Nursing. (2006). *The essentials of doctoral education for advanced nursing practice*. Washington, DC: Author.

### Graduate Progression Policies

Individual student progression plans and course registration in the program of study require approval of their advisor. The Salisbury University Undergraduate and Graduate Catalog and the School of Nursing application packet contain complete course descriptions, including pre-requisites.

**Theory Courses** – a grade of B or better is expected in all theory courses required in the graduate program of study. However, students can complete degree or certificate requirements with one and only one grade of C or C+ in a theory course, except for NURS 510, 552, and 522 (the “3 P’s”).

If students elect to repeat a theory course, only one theory course can be repeated one time during the program of study.

**Practicum Courses and the “3 P’s”** - a grade of B or better is required in all practicum courses and in the following theory courses: Advanced Health Assessment (NURS 510), Advanced Pharmacology (NURS 522), and Advanced Pathophysiology (NURS 552). Students who earn a grade of C or C+ in a practicum course or one of the “3 P’s” must repeat the course for a B or better. If the second attempt results in a grade of C/C+, the student will be dismissed from the program (see Dismissal Policies below). Only one practicum course may be repeated during the program of study (see table below).

**Culminating Master’s Courses:** Thesis /Capstone/Internship Courses – a grade of B or better is required in all credits of Master’s level thesis (NURS 590), capstone (NURS 593, 594, 595) or internship courses (NURS 592) in order to successfully meet the requirements for the Master’s degree program. If a grade of less than B is earned, these courses may not be repeated, and the student will be dismissed from the program.

**Culminating DNP Courses:** Practicum and DNP Project Courses- a grade of B or better is required in all credits of DNP Practicum (NURS 880) and DNP Project courses (NURS 881, NURS 882, NURS 883, NURS 884) in order to successfully meet the requirements for the DNP degree program. If a grade of less than B is earned, these courses may not be repeated, and the student will be dismissed from the program.

**Cumulative GPA** - Graduate students must maintain a cumulative GPA of 3.0 or better each semester. Graduate students whose cumulative grade point average falls below a 3.0 in any semester will be placed on academic probation according to University policy. Graduate students placed on academic probation, who wish to continue in the program must submit a written request to the Graduate Program Chair to do so. This request must include a clearly stated plan for exactly how the student plans to improve his/her grade point average. This request will be reviewed by the Graduate Program Committee (GPC), and if granted, the student may continue, according to the written plan approved by the GPC. See University policy (in current SU Catalog) for procedure to regain good academic standing.

### Summary of Progression Policy for Graduate Students

Students should be aware that there are differences in the progression policy for those who earn a grade of C or C+ in a theory course (with the exception of the “3 P’s” as noted above), as opposed to a practicum course.

- In a theory course, only one grade of C/C+ may be allowed to stand or be repeated.
- In practicum courses, and in the following theory courses: NURS 510, NURS 522, and NURS 552, students must earn a B or better. If the student earns a grade of C/C+ in these courses, the course **must** be repeated for a B or better.
- In a culminating course, students must earn a B or better. Students earning a grade of C/C+ in these courses will be dismissed from the graduate program without possibility of

repeating the course.

- Only one course may be repeated one time during the graduate program of study.
- PS / Pass: passing grade of B or better is required for credit bearing courses taken on a pass/fail basis

### Summary of Course Grade Requirements

Grade Policy	Theory Course	Practicum	3 P's	Culminating-may not be repeated
Grade of B or better required		560***, 562, 572, 577, 578, 716, 749, 750, 751, 752	510, 522, 552	590, 592, 593, 594, 595, 880, 881, 882, 883, 884
Grade of C/C+ must be repeated*		560***, 562, 572, 577, 578, 716, 749, 750, 751, 752	510, 522, 552	
One C/C+ permitted to stand	515, 525, 526, 542, 544, 560***, 561, 570, 571, 575, 576, 580, 742, 744, 755, 815, 858			
Grade of PS required		694		

\*Only one course may be repeated one time during the program of study

\*\*PS/Pass: Passing grade for credit bearing courses taught/taken on a pass/fail basis

\*\*\*560 may be taken as a theory or practicum course. If it is taken as a practicum course a grade of B or better is required.

### Dismissal Policies

Graduate students will be dismissed from the program in the following cases:

1. Course Grade of D or F - Graduate students who earn a grade of D or F in any course (theory or practicum) required in their degree program will be dismissed from the graduate nursing program.
2. Second Grade of C or C+ in any Theory or Practicum Course – Graduate students who have earned a grade of C or C+ in a theory course or a practicum course in their program of study, who subsequently get another grade of C or C+ in the same or a different course, will be dismissed from the program. Dismissal with a second C or C+ will occur regardless of whether these grades are earned in the same or different semesters.
3. In a culminating course, students must earn a B or better. Students earning a grade of C/C+ in these courses will be dismissed from the graduate program without possibility of repeating the course.
4. Failure to Remove Academic Probation – Graduate students on academic probation, who fail to meet GPC recommendations or the University requirements to return to good academic

standing, will be dismissed from the graduate program (see current SU Catalog).