

Department of Nursing Millersville University



Master of Science in Nursing Handbook Updated January 2020

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at Millersville University are accredited by the *Commission on Collegiate Nursing Education*, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

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WELCOME

Welcome to the MSN program of Millersville University. Your decision to pursue a Master's Degree in nursing marks an important step in your career as a professional nurse. The faculty of the Department of Nursing have developed programs which build upon your previous experiences in nursing practice in an effort to enhance your attainment of the knowledge and skills to practice autonomously as a Nurse Practitioner or Nurse Educator. The MSN program was developed using the American Association of College of Nursing (AACN) *Essentials of Masters Education in Nursing*. The National Organization of Nurse Practitioner Faculty (NONPF) *Domains & Competencies* were utilized to develop the Family Nurse Practitioner option, in addition to the AACN *Essentials*. The National League for Nursing (NLN) *Core Competencies of Nurse Educators* was used in the development of the Nursing Education MSN option. We hope your experiences at Millersville University will be both challenging and rewarding.

This Student Handbook contains specific policies of the Department of Nursing. The handbook supplements the Millersville University Student Handbook and the Millersville University Graduate Catalog (both may be found at <https://www.millersville.edu/admissions/graduate/index.php>)

The purpose of this handbook is to provide information that will assist you as you progress through the graduate programs at Millersville University. You should use this handbook as companion document to the policies and procedures presented in the Millersville University College of Graduate & Adult Learning Catalog and found on the Department of Nursing website. This handbook provides information regarding policies and guidelines specific to the Department of Nursing as well as descriptions of various activities and requirements related to your education.

Please remember, this handbook reflects the most current program information in effect at the time of publishing. Please regularly visit the Department website and other related links for pertinent information.

Best wishes for success and happiness,

The Faculty of the Department of Nursing

Philosophy

The Department of Nursing, situated within the College of Science and Technology, is an integral part of Millersville University of Pennsylvania (MU). As such, it is in concert with mission statement of the University in the provision of undergraduate and graduate programs in nursing that achieve the highest standards of liberal arts education.

The MU Department of Nursing faculty embraces nursing as a professional discipline, that contains both an academic and practice dimension. The unique body of nursing knowledge is derived from the humanities, physical, biological, psychological, social sciences, and nursing science disciplines.

As a practice profession, nursing is considered essential to healthcare delivery, providing both direct and indirect care to individuals, families, and communities at local, state, national and global levels. Nursing practice is guided by theory and is continually improved based on evidence. The practice of nursing focuses on holistic, relationship-centered care that facilitates health and healing. Nursing is committed to ensuring quality health care. Professional nurses engage in advocacy and political leadership to improve health and healthcare of the society.

As an academic discipline responsible for knowledge generation, the MU Department of Nursing is committed to the following:

- Examining and analyzing knowledge of human experiences of health, illness, healing; human /technology interface; environmental contexts of health care; and quality cost effective outcomes
- Exerting positive influence on organizational contexts of health and health care
- Promoting quality and cost-effective outcomes of nursing care
- Facilitating collaborative intraprofessional communication among health care groups, as well as among nursing practice, education, and research
- Utilizing research findings and evidence to promote quality and improved care
- Developing a questioning mind and spirit of inquiry that is receptive to new ideas and approaches and that contributes to the advancement of nursing knowledge

As academic professionals, the MU Department Nursing faculty believes that higher education in nursing is responsible for preparing nurses through a competency-based curriculum that emphasizes practice that is relational, reflective, responsive, respectful, and caring.

The faculty believes in an educational responsibility to prepare nurses who advocate for social justice and who are responsive to changing health care environments. The Nursing faculty is committed to promoting reflective nursing practice and leadership for social change in all educational programs.

Nursing begins with a foundation in arts and sciences and continues with nursing empirical knowledge that relates to care in the human health experience across the lifespan. The Nursing faculty believes that nursing is a continual learning process, in both formal and informal learning venues. In conclusion, the MU Department of Nursing faculty believes the nursing profession is firmly rooted in both practice and academia, with a commitment to lifelong education and quality improvement.

The Integrative framework of the MU Department of Nursing

This framework reflects the philosophy, competencies, and outcomes for the undergraduate and graduate programs in nursing at MU.

- The faculty believes that the major **core values** of caring, holism, diversity, excellence, and integrity are identified across all levels and throughout the curriculums. The value of ethics is inherent throughout. These values are intrinsic to nursing practice and are an integral part of the curriculum, thus they serve as a foundation for competency development. These values are intertwined within each curricular level and are utilized throughout the content in all programs.
- The integrated concepts are embedded in the curriculum that builds in complexity and upon previous content to ensure development of depth at different levels within the educational process or educational levels of the program. Reflective practice occurs within the context of individual courses and represents the fundamental phenomena of the professional discipline. These integrated concepts include: organizational context; relationship-centered care; evidence-based practice; professional development; and quality and safety.
 - Organizational context is health promotion/disease prevention and chronic disease management as viewed through the lens of complex health care systems. Additionally, organizational effectiveness, as it relates to the context of health care, encompasses leadership, patient characteristics, safety climate, ethical climate, teamwork, and continuous quality improvement.
 - Relationship-centered care is about the relationships formed by nurses in order to facilitate the delivery of care and the promotion of health. Relationships developed with patients, families, communities, and colleagues are focused on human interactions, not the disease process. Within this concept, focus is placed on caring, and the development of both therapeutic patient relationships and professional relationships. These therapeutic relationships must be established to respect the uniqueness of others, value diversity, as well as, express empathy, mutual trust, and empowerment.
 - Evidence-based practice engages nurses in evaluating and assessing existing knowledge and science in nursing and other disciplines to shape practice. Inherent in evidence-based practice is the need to continuously engage in a spirit of inquiry to enhance nursing knowledge and innovation.
 - Professional development incorporates the value of lifelong of learning, refining, and integrating values and behaviors that are consistent with the profession of nursing in order to be effective nursing professionals. The process of refining and integrating these abilities and attributes is professional development. Embedded within this concept is effective communication, and includes both therapeutic and professional. Examples of which may include communication within an interdisciplinary team or a formal professional presentation. Effective communication promotes leadership innovation and creativity.
 - Quality & safety requires an emphasis on organizational system effectiveness, especially in the changing health care environment, economic climate and regulatory demands of today. An organizational culture of quality and safety requires nurses to minimize the risk of harm through the establishment of effective organizational systems and effective individual performance. Effective organizational and personal systems will increase the likelihood of the desired patient and organizational outcomes. Effective application of informatics, technology, communication, and ethics are instrumental to developing a culture of quality and safety in healthcare.

In summary, the faculty believes these integrative concepts weave a curricular (Celtic knot) framework that guides the program outcomes. The following four outcomes are a result of all the learning experiences encountered during the program. Progress through the outcomes leads to

mastery of essential nursing practice competencies. These program outcomes include competencies in human flourishing, nursing judgment, professional identity, and the spirit of inquiry.

MU Nursing Program Outcomes

1. **Human flourishing** is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of the individual. The process is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement which encompasses the uniqueness, dignity, diversity, freedom, and holistic well-being of the individual within the larger family or community. The nurse's role is to assist a patient's efforts to reclaim or develop new pathways toward human flourishing.

Competency:

- **The graduate will** function as a leader and change agent in practice to create systems that promote human flourishing.

2. **Nursing Judgment** encompasses three processes: critical thinking, clinical judgment, and the integration of the best evidence into practice. The nurse's role is to employ nursing judgment to make decisions about clinical care, the development and application of research, and the dissemination of insights and research findings to the community.

Competency:

- **The graduate will** make judgments in practice that reflect a scholarly critique of current evidence and the ability to identify gaps in knowledge to formulate research questions.

3. **Professional Identity** involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. The core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession.

Competency:

- **The graduate will** implement the advanced practice role in ways that foster best practice, promote personal and professional growth, demonstrate leadership, promote positive change in people and systems, and advance the profession.

4. **Spirit of Inquiry** is a persistent sense of curiosity that informs both learning and practice. The nurse infused with the spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

Competency:

- **The graduate will** contribute to the science of nursing in practice by analyzing underlying disparities in knowledge or evidence; formulating research questions; and systematically evaluating the impact on quality when evidence-based solutions to nursing problems are implemented.

MASTER OF SCIENCE IN NURSING Degree Requirements FAMILY/INDIVIDUAL ACROSS THE LIFESPAN NURSE PRACTITIONER

Course Number	Course Title	Student Credits	Theory Hours	Total Theory Hours	Clinical Hours Per Week	Total Clinical Hours
NURS 501	Theoretical Foundations of Advanced Practice	3	3	45	0	0
NURS 502	Research Methodology	3	3	45	0	0
NURS 503	Issues and Roles of Advance Nursing Practice	3	3	45	0	0
NURS504	Nursing Informatics and Healthcare Technology	3	3	45	0	0
NURS 511	Pathophysiology for Advanced Practice	3	3	45	0	0
NURS 512	Health Assessment & Diagnostic Evaluation for Advanced Practice	3	2	30	3	42
NURS 513	Pharmacology & Alternative Therapeutics in Nursing Practice	3	3	45	0	0
NURS 521	Clinical Management of the Young Family	7	3	45	16	224
NURS 522	Clinical Management of the Mature & Aging Family	7	3	45	16	224
NURS 523	Family Nurse Practitioner Internship	5	1	15	16	224
NURS 698	Scholarly Project	3	3	45	0	0
Total		43		450		672

**FAMILY/INDIVIDUAL ACROSS THE LIFESPAN NURSE PRACTITIONER
POST-MASTER'S CERTIFICATE
Degree Requirements**

The Post-Master's Certificate Option is designed to provide individuals who already hold a Master of Science in Nursing degree with the core courses and clinical experiences necessary for eligibility for family nurse practitioner certification. Selected courses from a previous MSN program may meet requirements for the Post-Master's Family (Individual Across the Lifespan) Nurse Practitioner Certificate, this is based on review by the Department of Nursing Faculty. According to Pennsylvania State Board of Nursing licensing requirements, all individuals who submit an application for licensure as a Certified Nurse Practitioner must have had an Advanced Practice Pharmacology course within the past five (5) years.

Course Number	Course Title	Student Credits	Theory Hours	Total Theory Hours	Clinical Hours Per Week	Total Clinical Hours
NURS 511	Pathophysiology for Advanced Practice	3	3	45	0	0
NURS 512	Health Assessment & Diagnostic Evaluation for Advanced Practice	3	2	30	3	42
NURS 513	Pharmacology & Alternative Therapeutics in Nursing Practice	3	3	45	0	0
NURS 521	Clinical Management of the Young Family	7	3	45	16	224
NURS 522	Clinical Management of the Mature & Aging Family	7	3	45	16	224
NURS 523	Family Nurse Practitioner Internship	5	1	15	16	224
Total		28		225		672

COURSE DESCRIPTIONS

MSN students complete NURS 501, NURS 502, NURS 503, NURS 504, NURS 511, NURS 512, NURS 513, NURS 698 and option core courses.

NURS 501: 3 theory hours/week

Role Development and Theoretical Foundation of Advanced Nursing

This course serves as the introductory course for the Masters of Science in Nursing degree. It is designed to provide a foundation to advance practice nursing. In this course, students will explore nursing concepts and theory. Emphasis is placed on bridging the theory – practice gap. Students will apply this theoretical basis in exploring advanced practice role development. Advanced nursing practice core competencies will be introduced and analyzed.

NURS 502: 3 theory hours/week

Research Methodology

Advanced research in nursing builds on previous knowledge of research and statistics to develop a research-oriented approach to practice. The learner will analyze methods and techniques of research and interpret their usefulness for application in practice. Theory and practice will be used in defining nursing problems and in development of a research proposal. *Prereq/Coreq: NURS 501*

NURS 503: 3 theory hours/week

Advanced Practice Professional Issues and Health Policy

This course will provide an in-depth analysis of the issues impacting the practice of advanced nursing by focusing on the historical, social, and political forces which impact advanced nursing practice. The advanced nurse's roles and responsibilities in understanding and shaping health policy are considered.

NURS 504: 3 theory hours/week; ONLINE

Nursing Informatics and Healthcare Technology

Discussion of the ways in which information and technology influence practice and decision-making in various aspects and specialties of nursing practice, such as clinical, education, leadership, and research, is the major focus of the course. Advances in technology that support and enhance the delivery of care and interdisciplinary communication are addressed. The legal, ethical, cultural, economic, and social factors affecting healthcare information technology are also explored.

NURS 511: 3 theory hours/week

Pathophysiology for Advanced Practice

Advanced physiology and pathophysiology at the cellular, organic, and systemic level will be the focus of this course. Interdependence of organ systems in health and disease will be emphasized as a basis for clinical assessment and management.

NURS 512: 2 theory hours; 3 lab hours/week

Health Assessment and Diagnostic Evaluation for Advanced Nursing Practice

This clinical course provides the framework for diagnosis and clinical decision making for the advanced practice nurse. Assessment skills and procedures for individuals across the life cycle will be developed. Information gathered in the assessment process will provide a basis for the evaluation of the health status of individuals. An analysis of an individual's response to wellness and illness will include examination of concepts of cultural influences, health seeking behaviors, and stress and adaptation.

NURS 513: 3 theory hours/week

Pharmacology and Alternative Therapeutics in Nursing Practice

Principles of pharmacology are applied to the therapeutic management of the individual and the family. Emphasis is placed on prescribing and monitoring pharmacology and alternative therapeutic regimens. Adverse drug reactions and multiple drug interactions are included.

Prerequisite: NURS 511

CORE FAMILY (INDIVIDUAL ACROSS THE LIFESPAN) NURSE PRACTITONER COURSES

NURS 521: 3 theory hours; 16 clinical hours/week

Clinical Management of the Young Family

This course provides the family nurse practitioner student with the necessary knowledge and clinical experience to assist young families with health promotion and chronic and acute health problems. The biophysical, cognitive, and psychosocial development of members of the young family is explored. A focus on women's health issues is incorporated in the course content. The role of the family (Individual Across the Lifespan) nurse practitioner in caring for the young family is identified. Offered spring. *Prerequisites: NURS 501, NURS 502, NURS 503, NURS 511, NURS 512, NURS 513*

NURS 522: 3 theory hours; 16 clinical hours/week

Clinical Management of the Mature and Aging Families

This course provides the family (Individual Across the Lifespan) nurse practitioner student with the necessary knowledge and clinical experience to assist mature and aging families with health promotion and chronic and acute health problems. The biophysical, cognitive, and psychosocial development of members of the mature and aging families is explored. A focus on women's health issues is incorporated in the course content. The role of the family (Individual Across the Lifespan) nurse practitioner in caring for the mature and aging families is identified. *Prerequisite: NURS 521*

NURS 523: 1 theory hour; 16 clinical hours/week

Family (Individual Across the Lifespan) Nurse Practitioner Internship

This course provides an opportunity to integrate theory and practice through an intensive internship experience. Focus is on the domains and competencies of the nurse practitioner as direct provider of primary health care. Biweekly seminars will be conducted to discuss current topics. The student will be guided in the practicum by nursing practitioners and physician preceptors in a variety of settings. *Prerequisite: NURS 522*

CORE NURSING EDUCATION COURSES

NURS 515 3 credits (1 credit theory, 8 hours clinical/week)

Advanced Nursing Practice Clinical Practicum

This course provides an opportunity to integrate theory and practice through an intensive practicum experience. The practicum provides the opportunity for the Nurse Educator student to develop advanced clinical experience within a selected population and/or setting. (Prereq: NURS 511, 512)

NURS 630 3 Credits (3 theory hours/week) ONLINE

Effective Teaching: Theories and Methods in Nursing Education

Educational theories and methods are explored in this course. The advantages and challenges of technology-based teaching and learning are presented. Past and future trends in education are discussed. Theory and research findings about the learning process, the nature of the learner and the goals of instruction are discussed.

NURS 631 3 Credits (3 theory hours/week) ONLINE

Measurement and Evaluation in Nursing Education

This course introduces the student to the concepts of measurement and evaluation. Techniques in designing instructional objectives and test items are developed. Grading methods and test analysis are explored. The purpose of program evaluation is emphasized.

NURS 632 3 Credits (3 theory hours/week) ONLINE

Nursing Curriculum and Program Design

This course focuses on curriculum foundations, principles, and issues. Synthesis of knowledge is attained by development of a curriculum/program project.

NURS 633 3 Credits (1 theory hour ONLINE; 8 clinical hours/week)

Nursing Education Internship

This course provides an opportunity to integrate theory and practice through an intensive internship experience. Focus is on the role of the nurse educator and the learning environment. Seminars will be conducted to discuss current topics related to nursing education. The students will be guided in the internship by nurses who are nurse educators. Offered Spring. *Prerequisites: NURS 630, NURS 631, NURS 632*

Capstone Project Required of Both Options for MSN

NURS 698: 3 s.h.

Capstone Project

Scholarly project is intended to be innovative, scholarly, and relevant to advanced nursing practice. It is completed under the supervision the course faculty member. *Prerequisites: Nursing Education.: NURS 502, NURS 630, NURS 631, NURS 632; FNP: NURS 502, NURS 521, NURS 522*

**Family/Individual Across the Lifespan Nurse Practitioner
Course Sequencing
MU Cohort**

	FALL	SPRING	SUMMER
Year 1	NURS 501: Theories/Roles (3) NURS 511: Pathophysiology (3)	NURS 502: Research (3) NURS 503: Issues (3)	NURS 504: Informatics (3)
Year 2	NURS 512: Health Assessment (3) NURS 513: Pharmacology (3)	NURS 521: Clinical Management of the Young Family (7)	
Year 3	NURS 522: Clinical Management of the Mature Family (7)	NURS 523: Family Nurse Practitioner Internship (5) NURS 698 Capstone Project (3)	

**Family/Individual Across the Lifespan Nurse Practitioner
Course Sequencing – Dixon Center Cohort**

	FALL	SPRING	SUMMER
Year 1		NURS 501: Theories/Role (3) NURS 511: Pathophysiology (3)	NURS 504: Informatics (3)
Year 2	NURS 502: Research (3) NURS 503: Issues (3)	NURS 512: Health Assessment NURS 513: Pharmacology (3)	NURS 521: Clinical Management of the Young Family (7)
Year 3	NURS 522: Clinical Management of the Mature Family (7)	NURS 523: Family Nurse Practitioner Internship (5) NURS 698 Capstone Project (3)	

**MASTER OF SCIENCE DEGREE IN NURSING
NURSING EDUCATION**

Course Number	Course Title	Student Credits	Theory Hours	Total Theory Hours	Clinical Hours/Week	Total Clinical Hours
NURS 501	Theoretical Foundations of Advanced Practice	3	3	45	0	0
NURS 502	Research Methodology	3	3	45	0	0
NURS 503	Issues and Roles in Advanced Nursing Practice	3	3	45	0	0
NURS 504	Nursing Informatics and Healthcare Technology	3	3	45	0	0
NURS 511	Pathophysiology for Advanced Practice	3	3	45	0	0
NURS 512	Health Assessment & Diagnostic Evaluation for Advanced Practice	3	2	30	3	42
NURS 513	Pharmacology & Alternative Therapeutics in Nursing Practice	3	3	45	0	0
NURS 515	Advanced Nursing Practice Clinical Practicum	3	1	15	8	112
NURS 630	Effective Teaching: Theories & Methods in Nursing Education	3	3	45	0	0
NURS 631	Measurement & Evaluation in Nursing Education	3	3	45	0	0
NURS 632	Nursing Curriculum & Program Design	3	3	45	0	0
NURS 633	Nursing Education Internship	3	1	15	8	112
NURS 698	Scholarly Project	3	3	45	0	0
Total		39		510		224

** Sequencing for the nurse education student is individualized based on start time and course offering schedule.

Millersville University Department of Nursing

POLICIES AND PROCEDURES

ADMISSION, PROGRESSION AND GRADUATION POLICIES

INTRODUCTION: This section of the handbook provides information on specific policies regarding the nursing major and other sources for information about general academic policies of interest to the nursing student.

ADMISSION POLICIES

Admission policies may be found here: <https://www.millersville.edu/nursing/msn/index.php>

Application Deadlines:

Millersville Cohort: February 15

Dixon Center Cohort: September 15

Registered Nurse Licensure Policy

Students must present evidence of current licensure as a Registered Nurse in Pennsylvania.

It is the student's responsibility to ensure that a copy of his/her current PA Registered Nursing license is kept on file in the Department Office.

MATRICULATION POLICIES

General Information

There are many general University policies that are important to registered nurses enrolled in the nursing programs. All of them cannot be addressed in this handbook. Please refer to the University Catalog found on the Graduate College homepage <https://www.millersville.edu/admissions/graduate/index.php>

Grading Policy

The grading policy at Millersville University is determined by each faculty member; however, the nursing faculty has agreed on the following graduate program scale:

GRADE	PERCENTAGE	QUALITY POINT EQUIVALENT
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
F	< 72	0

Graduate degree students are required to maintain a B grade average. A student who fails to meet the scholarship requirements may be dismissed from the program. If a student falls below a 3.0 average, he/she will be placed on academic probation. Failure to raise the grade average will result in dismissal from graduate studies at Millersville University. (Summer is considered a semester.) Graduate students, who earn two grades of C+, C, or C-, or any combination thereof, will receive an academic warning, regardless of GPA. This includes any courses which have been repeated and replaced with a higher grade. A C+, C, or C- grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

Grading Policy for the Courses with Clinical components

- Students must pass both the laboratory/ clinical component as well as the didactic portion of the course to receive a passing grade for NURS 512, NURS 515, NURS 521, NURS 522, NURS 523, and NURS 633
- All required student clinical paperwork must be submitted in order for a grade to be assigned.
- Students who fail the clinical component of any of the above course will fail the course. A failure of the clinical component will result in *immediate* course failure
- Students who demonstrate impairment behaviors and/or for whom a report of impairment behaviors is received from a clinical site will be dismissed from the clinical area and will fail the clinical component of the course and consequently, will fail the course

Guidelines for failure of clinical will be based on the following criteria:

- Preceptor identification of a “fail” on any of the clinical outcomes/competencies
- Preceptor and/or faculty identification of unsafe or incompetent care in the clinical setting

Upon report/receipt of any of the above, the Clinical Supervisor, the Graduate Coordinator, and the Preceptor will discuss the issuance of a “fail” on the clinical evaluation tool. The MU faculty member will make the final decision on failure of the clinical component of the course.

Procedure to Request for Off-Campus Course

Once a student is admitted to the MSN program, permission of the Graduate Program Coordinator, Department of Nursing Chair, and the Graduate Studies Dean is required to take a course off campus. Unless permission is granted from the Dean’s Office before registering at another college, credit will not be accepted. Students must have permission before starting the off-campus course. Submit the *Request to Take Course at Another University* form (found on the student forms center) to the Graduate Program Coordinator with the following information:

1. A request to the Chair, DON Curriculum Committee identifying the course to be transferred and its equivalent MU nursing course. This request must consist of a **compelling justification** for taking the course off-campus.
2. A current syllabus of the transfer course, including a course description, course faculty, course and/or clinical objectives, method of evaluation, outline of course content, and title and author of instructional text(s); and the method of course delivery (for example online, face-to-face or blended).

Upon completion of the course off-campus, it is the responsibility of the student to have the official transcripts submitted to the Graduate office.

Attendance Policy

Students are expected to attend all classes. It is the student’s responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work, but only at the convenience of the faculty member. Responsibility for material presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student.

The University policy is that faculty will excuse absences for the following reasons:

- personal illness,
- death or critical illness in the family,
- participation in a University-sponsored activity,
- jury duty,
- military duties, or
- religious holidays

Faculty judge the validity of student absences from class within the University's approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor. Any unauthorized absence from a class can result in a final grade of 'F'.

Email

Only email originating from a Millersville account will be acknowledged by faculty.

ELECTRONIC DEVICES

While electronic devices have become an important part of our lives, these devices can be significant distractions in the classroom. The Department of Nursing recognizes the value of taking notes on such devices and even periodically looking up information to share with the class. However, use of phones, tablets, laptops for non-academic purposes in the classroom is not acceptable. Texting, game play, emailing, etc. during class is prohibited. Further, in the event a student is using an electronic device to take notes in class, it is under the purview of the faculty member to request an emailed copy of these notes within 10 minutes of the completion of class. If the faculty member deems the quantity of notes is not congruent with the volume of typing/screen attention of the student, the student will not be permitted to use electronic devices to take notes in the future.

Graduate Programs Written Assignments

Students must obtain and use the **6th edition of the American Psychological Association's Style Manual** for the completion of **ALL** written assignments. Please use great care when completing any written assignment. This includes literature review papers, research papers, scholarly projects, case studies, on-line assignment, and any other material composed for completion of course work.

PLAGIARISM is defined as the act of *using or closely imitating* the written words of another source or individual without permission or citation. Student work will be submitted to TurnItIn (a plagiarism detection program). Any incidence of plagiarism may result in a grade of 0 for the assignment and may result in a failing grade for the course. Check course syllabus. All appropriate University policies related to cheating and academic dishonesty will be followed. See the Graduate Student Catalog and for disciplinary action as provided in the Student Code of Conduct:

<https://www.millersville.edu/studentconduct/index.php>

Appeal of Department Policies

Students who have a problem with a department policy may petition the department, through their advisor, for consideration of their concern at the Department of Nursing meeting.

Formal Complaint Process

A formal complaint is viewed as an occasion whereby a nursing student voices an issue and follows the procedure of involving several levels of administration within the College and University. Complaints within the College generally fall into three categories: faculty performance, grade

disputes, and a variety of course related concerns. Whenever possible, these types of complaints are resolved at the Department level, prior to be elevated to the level of formal complaint.

As per University policy, when students believe problems they have had at the University have not been addressed adequately, they have the option of bringing the matters to the attention of the appropriate University personnel via the [student complaint process](https://www.millersville.edu/saem/student-resources/grievance.php) (<https://www.millersville.edu/saem/student-resources/grievance.php>.) When doing so, a student should first contact the person or faculty member whose decision/action is the cause for concern. If the student does not believe the matter has been resolved at that level, the student can then proceed to speak with a staff member's immediate supervisor or a faculty member's academic department chairperson. If the issue cannot be resolved by the Nursing Department Chair, the student can then begin the formal complaint process by making an appointment and discussing with the appropriate member of University administration.

Academic Standing

Graduate students are required to maintain a 3.0 grade-point average. A student who fails to meet the scholarship standards may be dismissed from a graduate degree program. If a student falls below a 3.0 average, he/she will be placed on probation. Failure to raise the grade-point average to a minimum of 3.0 during the next semester in which the student is enrolled will result in dismissal from graduate studies at Millersville University. (Summer is considered a semester.)

Graduate students who earn two grades of C+, C or C-, or any combination thereof, will receive an academic warning, regardless of GPA. Earning a third grade of C+, C or C- will result in academic dismissal regardless of GPA. This includes any courses which have been repeated and replaced with a higher grade. A C+, C or C- grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

A graduate student earning an F grade in any course will be dismissed from graduate study at Millersville University. An F grade earned at Millersville University may not be made up at another institution of higher learning for the same course. Individual departments may have scholarship requirements beyond this minimum level; students should consult their advisor and the Academic Programs section of the catalog.

Students may appeal dismissal to the Graduate Academic Appeals Committee (GAAC). Students who have been dismissed and believe specific, unusual circumstances affected their academic performance may request a review by writing a letter of appeal to the GAAC. For the appeal to be considered before the next semester, it must be received by the committee by the date specified in the notice of dismissal. Information and forms regarding graduate appeals may be found at www.millersville.edu/graduate or by calling 717-871-4723. After GAAC's decision, if an appellant believes the appeal process was not administered as prescribed herein, the appellant may pursue an appeal of the process, but not the academic decision, in writing, to the dean of the College of Graduate Studies and Adult Learning. Such an appeal must be made within 10 business days from the date of the decision letter from the chairperson of the GAAC. The appellant is advised to provide as much written documentation as possible, describing why the process was not administered as prescribed herein, and any supporting materials. The decision of the dean of the College of Graduate Studies and Adult Learning regarding the process appeal is final and not subject to further review.

Millersville University Chapter Sigma Theta Tau International

Xi Chi Chapter membership will be open to qualified graduate nursing students. Students are invited to join annually, based on their academic record.

Graduate Assistantships

The graduate assistantship in nursing is designed for highly motivated individuals who have a desire to engage in academic activities. Students should be well organized, work well in groups, and have well-developed computer skills. Students can apply for an assistantship through the Office of Graduate Studies.

Change of Name, Address, and Telephone Number

The student must complete a Name or Address Change Form in order to officially change his/her name, address or telephone number. The Name or Address Change Form is available in the Registrar's Office. The student must also notify the Department of Nursing secretary (871-4274) if there is a change of name, address, or telephone number. The student's timely completion of the form and notification of the Department of Nursing office will ensure ongoing communication from the University and the Department of Nursing with the student.

Graduation

Students who plan to graduate at the end of any semester must complete an application for graduation which can be found at <http://www.millersville.edu/graduate/current-student-resources/forms-center.php> by the deadline printed in the registration information each semester. A \$30 graduation fee is charged. A student who applies for graduation but does not complete degree requirements by the anticipated date must reapply in the semester when he/she does expect to graduate. Students are billed by the Bursar for the graduation fee. Additional details and appropriate forms are available on the Millersville Commencement web page.

Post Master's Certificate students in the PM-FNP or PM- NE must complete the application for certificate completion and submit to the Department Secretary in the beginning of their last semester. Forms can be found in the Department of Nursing.

Graduate Program Advisement

The Nursing Department views the advisee/advisor relationship as a critical aspect of graduate education and preparation. The graduate students in MSN-FNP are generally advised by the Graduate Program Coordinator, Professor Cayleigh Minter. Nursing Education MSN students are generally advised by Dr. Kelly Kuhns

Your advisor is your primary contact with the Nursing Department. You are strongly encouraged to develop a close working relationship with your advisor. Areas for discussion include, but are not limited to the following: course selection, adjustment to graduate life, deficiencies in preparation, clinical competency, and administrative affairs. You can find your advisor in MAX.

Ethical Responsibilities

Throughout enrollment in the graduate programs at Millersville University, students are expected to maintain the highest ethical standards. In that regard, students are held to the standards of the 2015 ANA Code of Ethics as well as the Professional Mandates of the Pennsylvania State Board of Nursing.

Further, students will be assigned to a clinical area that is deemed to provide the student with a valid learning experience. It is the responsibility of the student to act in a professionally prescribed manner during interactions with preceptors, personnel, and clients, at all time. Importantly, no discriminatory, judgmental, and racist remarks or behaviors targeted towards any individual will be tolerated. This pertains to persons who belong to various ethnic or cultural groups as well as persons belonging to various socio-economic groups. Any student who cannot understand or behave in a non-discriminatory manner is subject to dismissal of the program.

Title XI Information

Millersville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment, comply with Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, et seq., and act in accordance with guidance from the Office for Civil Rights, the University requires faculty members to report to the University's Title IX Coordinator incidents of sexual violence shared by students. The only exceptions to the faculty

member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report to the person designated in the University Protection of Minors policy incidents of sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred.

Information regarding the reporting of sexual violence, and the resources that are available to victims of sexual violence, is available at <http://www.millersville.edu/sexualviolence/index.php>.

INFORMATION RELATED TO CLINICAL COURSES

All clinical agencies require that students show evidence of the credentials listed below prior to participating in a clinical experience. Students must submit the **credentialing documents** prior to the start of a course containing a laboratory (NURS 512) or clinical experience takes place, **and every year thereafter in the program**. A record of these credentials will be maintained in the student's file in the Department Office. **NO STUDENT WILL BE ALLOWED IN THE CLINICAL AREA WITHOUT CURRENT RECORDS ON FILE.** These credentials can be tracked in Typhon, the electronic case recording system maintained by the Department of Nursing.

The Graduate courses containing a clinical or clinical lab component are **NURS, 512, 515, 521, 522, 523, 633.** Therefore, all of the following credentials must be validated and on file in the Nursing Department office for all **students** enrolled in the above-named courses. Students are encouraged to keep a file of their own records and to note expiration dates. It is the **student's responsibility** to be aware of the active, current status of their file of credentials, and to submit updated professional information to the Department of Nursing office. Forms may be obtained from the secretary at any time.

Clinical Education Clearances, Policies, and Procedures

To provide maximum flexibility for our students' clinical educational experiences in the MSN program, the Millersville University Department of Nursing maintains records for a variety of clearances required by healthcare agencies. Millersville University maintains affiliation agreements with these healthcare agencies who serve as sites for clinical educational experiences.

To ensure full transparency, all students are provided this document at the start of the MSN program. Students are required to verify they have received, read, and understand this document by signing the attached attestation.

Drug Testing

As outlined in the University's Drug and Alcohol Policy (<https://www.millersville.edu/aod/university-policies.php>), possession and use of illegal substances is strictly prohibited. Furthermore, to provide safe healthcare delivery to patient populations, clinical sites have the right to require drug screening and may refuse any student for clinical placement based on these results. Millersville University must also comply with federal and state laws regarding federally illegal substances.

To ensure compliance with affiliation agreements and placement at clinical sites, all MSN students prior to enrolling in the first clinical course (NURS 521, NURS 515), will submit the results of an 8-panel urine drug screen to Millersville University's Department of Nursing. The Healthcare Agency may request these results at any time and additional testing may be required by the healthcare agency at any time during the students' clinical educational experience. Students are responsible for the cost of all testing. By participating in the drug screening process, the student is authorizing the release of the drug test results to the healthcare agency for placement in their clinical experience.

Negative drug screen: If a student's drug test is negative, and pending all other requisite acceptances and approvals, the student will be allowed to participate by the healthcare agency in the clinical educational activities held at their site.

Positive drug screen: If a student's drug screen is positive but the student has documentation that prescribed medications lead to a positive drug screen (a copy of the prescription or verification from the healthcare provider that they are taking medication under supervision), this information should be provided to the Millersville University's Department of Nursing. The healthcare agency's policy will determine whether a student may subsequently participate in the scheduled clinical rotation.

**At this time, students who possess a state-issued medical marijuana card and present with a positive drug screen may be excluded by the healthcare agency from participating in the clinical educational experience at their site due to federal law recognizing marijuana as an illegal substance.

If the drug screen is positive and no documentation is provided for a medical reason for the positive, the healthcare agency may not accept the student for placement at their clinical site. Without the ability to participate in a clinical experience, students will be unable to progress through the FNP program at Millersville University.

Refusal to Test: If a student does not submit to a drug screen or fails to produce a negative test by the date and time designated, the student will be treated by the healthcare agency as if the result was positive.

Medical Marijuana

In 2016, the Pennsylvania Medical Marijuana Program and the Medical Marijuana Act were implemented by the Pennsylvania Department of Health to provide medical marijuana for patients with an applicable and specific medical condition. At present, marijuana remains a schedule 1 controlled substance and the Controlled Substances Act does not differentiate between medical versus recreational use. Thus, marijuana use remains federally illegal.

Further, Pennsylvania's Medical Marijuana statute defines that individuals in a safety sensitive position are not guaranteed medical accommodations to use/be under the influence of medical marijuana. Most positions involving direct patient care are considered safety sensitive positions. In addition, the discrepancy between state and federal law allows organizations to deny clinical placements to anyone testing positive for marijuana. Further, this discrepancy may allow the Commonwealth of Pennsylvania to deny licensure as a nurse practitioner.

MSN students who test positive for marijuana, even when in possession of a medical marijuana card, may not be allowed to participate in the clinical educational experience at the Healthcare Agency's site. Without the required clinical experiences, a student will not be able to successfully progress through the MSN program.

Flu Vaccination

Healthcare agencies providing clinical educational experiences to Millersville University FNP students at their sites will require them to comply with their organization's flu vaccination policy. Flu season is typically defined as a period of time from October through March.

Healthcare agencies require all students to provide documentation of an annual influenza vaccine by a designated due date. Failure to comply with their policy will prevent the student from engaging in the clinical educational experiences at their site and subsequently the clinical requirements of the MSN clinical courses at Millersville University.

Healthcare agencies typically consider two exceptions:

- Religious Exemption: confliction with sincerely held religious beliefs.
- Medical Exemption: any prior allergic reaction to the vaccine or components or history of Guillain-Barre syndrome.

*Individuals requesting exemption must have application approved by the healthcare agency before designated due date. Those participants receiving an exemption will typically be required to wear a mask at all times during influenza season when on clinical property – outlined fully in the respective Affiliation Agreement. Failure to comply with the masking, or other, requirement of the healthcare agency will result in dismissal from that site’s clinical setting. Students must successfully complete the clinical educational experience to progress through and complete Millersville University’s MSN program (exception form included at end of this document).

The following are the minimum requirements needed for participation in clinical or laboratory experiences, to be provided to the Department for N512 Health Assessment:

Clinical Credentials:

1. Current Pennsylvania RN license
2. Malpractice Insurance Limits: \$1,000,000 / \$3,000,000 aggregate (FNP option students need to obtain the Nurse Practitioner student malpractice insurance; NUED option students need general RN malpractice)
3. Current yearly Statement of Health (“Infectious Disease Summary”) which includes:
 - a. Positive antibody titer to Rubella or record of current immunization to MMR
 - b. Positive antibody titer to Rubeola or record of current immunization to MMR
 - c. Statement of current varicella exposure status either by confirmed diagnosis or antibody laboratory screen
 - d. Current immunization to Diphtheria, Tetanus, Polio, and Hepatitis B*
 - e. TB test by Mantoux within one year of matriculation. If positive, a copy of x-ray and documented treatment is required
 - f. Signature of Physician/NP acknowledging examination and no health risks
* If Hepatitis B is declined, you must sign a waiver form (see nursing home page “resources” for form)
4. Current CPR Certification for the Health Care Provider, i.e., American Heart Assoc. - Basic Life Support (BLS) or American Red Cross - CPR/AED Professional Rescuer
5. Background checks (see “Background Check Instructions” in this handbook). Recent legislation and policy changes of partnering clinical agencies aimed at protecting the public have made it necessary to require a full background check for all individuals applying for admission to Millersville University nursing programs* to be updated yearly. This background check includes:
 - PA Act 34: Child Abuse Clearance
 - PA Act 151: Criminal Background History Check
 - Act 114: Federal fingerprinting process* Violations identified through the Child Abuse Clearance, Criminal Background History Check and fingerprinting process will be addressed on a case-by-case basis by PASSHE legal counsel initiated by the Department of Nursing.
6. Drug Screen
7. Evidence of flu vaccine

The costs for all components of the background check process are the responsibility of the applicant or student.

APPLYING FOR BACKGROUND CHECKS

Please read all instructions carefully

PA STATE CRIMINAL HISTORY RECORD (Act 34) – fee \$10

To request online with credit card: <https://epatch.state.pa.us/Home.jsp>

- Once you submit all of your information and a screen will come up indicating “no record” or “under review”. If it indicates “no record, **you need to click on ‘Certification form’** to obtain the actual clearance. If you see “under review” you will need to wait for the actual clearance to come in the mail
- Processing time – immediate if “no record” or up to 4 weeks if “under review”

To submit a paper form:

- From the web site above, click on “help” and select SP4-164 form
- Print legibly in ink, or type
- Requestor – Your name and permanent address
- Requestor identification – check “individual”
- Reason for request – check “other” and list ‘education’
- Fee - \$10 money order or certified check, payable to Commonwealth of PA
- Send to PA State Police address on the right near the bottom of the form
- Processing time – up to 4 weeks; if you do not receive your clearance in 4 weeks, call (717) 783-9144

PA CHILD ABUSE HISTORY CLEARANCE (Act 151) – fee \$10

To submit, you must complete the form found at

<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

- Print legibly in ink, or type
- Use your permanent address
- Purpose of clearance – check “school”
- Fee - \$10 money order, payable to Department of Public Welfare
- Send to Childline and Abuse Registry address in the upper left of the form
- Processing time – approximately 6 weeks; if you do not receive your clearance after 6 weeks call (717) 783-6211 #5

FEDERAL CRIMINAL HISTORY RECORD (FBI-Act 114) – Enacted, April 2007

Register online at www.pa.cogentid.com or call 1-888-439-2486. M-F, 8 am to 6 pm

- Must register **prior** to going to the fingerprint site:
****Note: upon entering the cogent web site, you will be prompted to choose a state system, **choose PA**; and also a choice of who you want the clearance from: All degree nursing students would choose DPW.*
- Fee – \$36 (\$2 processing fee for paper copy) credit card online; or money order, paid at the fingerprinting site, payable to Cogent Systems
- Processing time – approximately eight weeks; if longer than eight weeks, call (717) 783-6211 #6

Clinical Policies

1. The following courses: NURS 515, 521, NURS 522, NURS 523, NURS 633 include a clinical component. Students may not engage in clinical experiences until after the first class meeting of the semester NURS 512 has a lab component which does NOT meet the first week. Students should report at the scheduled lecture times.
2. Clinical Experiences
 - a. Students will be assigned to a variety of agencies for clinical experience.
 - b. Students must provide their own transportation.
 - c. Students must wear MU ID with credentials at all times.
 - d. The University will provide necessary physical assessment equipment.
 - e. Students must be at the agency **ten minutes before scheduled time**.
 - f. If a student cannot keep assigned clinical time at an agency, the agency and instructor must be notified immediately. The instructor will determine whether missed experiences must be made up.
 - g. Students are to wear appropriate dress to clinical experience. Jeans are not allowed. No uniforms are required. Some agencies may request a lab coat. Long hair should be pulled back. No visible body piercings or tattoos. Professional attire is expected.
3. Name Tags are your MU ID badges:

ID badges are required for all clinical nursing courses. We provide holders.
Example: Sally Doe, BSN, RN
4. Equipment Use Policy

Students will be held responsible for the damage and/or loss of any University owned equipment, which they borrow for use during a semester. Students using University owned equipment are required to sign a form for this equipment. When the equipment is returned, it is the responsibility of the borrower to notify the faculty member from whom they borrowed the equipment. All equipment and videotapes need to be returned by the end of the semester for inventory.
5. Universal Precautions

Students are responsible for becoming familiar with and using universal precautions at the clinical agencies in which they are assigned.
6. Clinical Placements

Students will not be assigned to the particular unit in which they are employed within an institution. Students are responsible for completing any application and/or orientation materials required by clinical agencies to which they have been assigned.
7. Nursing Service Regulations

Students shall be subject to the rules and policies of the Nursing Service Department of the agency in relation to client care.
8. Alternate Clinical Time

Students may not function in a clinical facility on a day or at a time outside the normal semester other than planned for clinical experience without the permission and knowledge of the nursing faculty and institution.

NURSING SCHOLARSHIP AND AWARDS

The Department of Nursing faculty selects recipients who meet the criteria for University endowments. These awards are presented at Graduate Commencement with the award being available for the following academic year. In order to be considered for such scholarships/awards, a scholarship application and FAFSA must be on file with financial aid. A new form will be required each August to be considered throughout the coming Academic year.

1. **Nursing Department Scholarships:** Funds are available for students demonstrating academic excellence. The following scholarships are available:
 - a. The Forty Et Eight Scholarship requires academic potential and demonstrated financial need.
 - b. The Margaret K. Shenk Scholarship is available to students who successfully completed two semesters of the nursing degree program. Financial need is considered.

2. **Nursing Awards**

Nursing faculty selects students for awards presented at the annual Honors and Awards Convocation held each spring.

- a. *D. Joan Godfrey Award* - This award is granted to graduating students on the basis of participation in the nursing program along with other campus activities, involvement in the nursing profession, and academic standing.
- b. *Lt. Col. Jo Ann Cashman* - This is awarded annually to a student enrolled in the Nursing curriculum who is in good academic standing. Preference may be given, but is not limited to, students who are in financial need.
- c. *Fontes Health Professions Award (Nursing)* - Selection of the recipients shall be based on overall QPA and QPA in the student's major area of study while at Millersville University. Consideration shall also be given to letters of recommendation from at least one, and not more than three, faculty members from any department of Millersville University.

APPLICATION FOR CERTIFICATION AS A CERTIFIED REGISTERED NURSE PRACTITIONER

Applications for the State Board for designation as a CRNP are submitted to the State Board of Nursing by the student after completion of the program and successful passing of a national certification exam. The importance of the State Board authorized is as follows:

“A graduate of a nurse practitioner program may not practice as a CRNP unless authorized to do so by the Board. Board authorization is equivalent to receipt of a CRNP number. While the CRNP application is pending, the applicant may not be employed as a CRNP.” [Refer to CRNP Rules and Regulations Section 21.261 (b).] www.dos.state.pa.us/nurse

National Certification: Competency-based examinations are offered from The American Nurses’ Association and through the American Academy of Nurse Practitioners in cooperation with the Professional Examination Service.

Graduates of nurse practitioner programs in Pennsylvania are required to sit for and pass a national certification examination **before** they are permitted to practice as a CRNP in Pennsylvania.

It is the graduate’s responsibility to notify the University of satisfactory completion of the examination.

Review course materials are available for graduates to use in preparation for the examination.

State Board of Nursing Application Instructions:

<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Documents/Applications%20and%20Forms/CRNP%20App%20Online%20Instructions.pdf>

**CRITERIA FOR PENNSYLVANIA:
CERTIFIED REGISTERED NURSE PRACTITIONER**

It is critically important that the following criteria are met **explicitly** for processing of your application by the State. Without the following, your application could take a great deal longer to process.

A National Certification exam (FNP) must be passed before applying for PA State certification.

1. Complete the ANCC or AANP application and order official MU transcripts from Registrar's Office. Sealed transcripts and fee are required along with the ANCC or AANP -FNP application for certification exam.
2. In addition to the above, order an initial verification form online from www.nursecredentialing.org/cert/verify1.html This allows for verification of your successful completion to be submitted to the PA State Board.
3. When you receive your certification number from ANCC, submit both the application to the State Board for PA CRNP certification (make sure you complete question #9) and the Verification of Advanced Pharmacology.
 - Your name on your RN license and your name on the CRNP application must match **exactly**. If you have changed your name since the last renewal of your license, you need to make sure that the State has this information.
 - Your address on the application and your address that the State currently holds for the RN license must be the same.
 - You must have a current PA license. If you have not sent in your renewal, the CRNP cannot be granted.
 - No application can be sent to the State without the application fee. Please make the check out to the Commonwealth of PA.
 - No application can be sent before the program has been completed. No exceptions can be made, as this is an offense prosecutable by the State.
 - You are responsible for mailing the completed CRNP form to the State with a check for the amount requested.
4. When the PA State Board receives all your information and reviews same, they will send you confirmation and your CRNP licensure.

The faculty of the Department of Nursing as well as the NLN encourage certification by Nurse Educators. According to the NLN, having national certification "distinguishes academic nursing education as a specialty area of practice and an advanced practice role within professional nursing."

Nurse Educators completing their MSN at MU are qualified to take the NLN Nurse Educator Certification.

For eligibility please see: <http://www.nln.org/Certification-for-Nurse-Educators/cne>