

CLARION AND EDINBORO UNIVERSITIES MASTER OF SCIENCE IN NURSING PROGRAM

Family Nurse Practitioner Concentration

Nurse Educator Concentration

STUDENT HANDBOOK

2011 - 2012

This jointly sponsored Master of Science in Nursing program is fully accredited by:

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Clarion and Edinboro Universities
Master of Science in Nursing Program

Student Handbook
2011 – 2012

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INTRODUCTION

PROGRAM DESCRIPTION

The Master of Science in Nursing Program is sponsored jointly by Clarion and Edinboro Universities. There are two concentration areas: family nurse practitioner (FNP) and nurse educator (NE). The FNP concentration is 45 semester hours in length and includes 600 hours of clinical practice. FNP graduates are prepared to provide primary care in medically under-served areas in Western Pennsylvania and are eligible to apply to the Pennsylvania State Board of Nursing for legal certification as certified registered nurse practitioners (CRNP) in family health after passing professional certification exams through either the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP). The NE concentration is 36 semester hours in length and includes 135 hours of mentored teaching experience. NE graduates learn to design, implement, and evaluate instruction and are prepared to teach in diploma and associate degree programs as well as to fill clinical education and staff development position in hospitals and other health care institutions. NE graduates meet the educational requirements to sit for the National League for Nursing Certified Nurse Educator exam. Courses for both program concentrations are delivered online with the exception of clinical practica and a limited number of skill labs and workshops. Graduates of the program receive a joint degree granted by both universities. Students may select one university site for advisement and may utilize facilities and services of both universities. The MSN program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Students should check the MSN Forum for the most up-to-date program information. Information about program requirements and administrative matters is also available at both universities.

MASTER OF SCIENCE IN NURSING PHILOSOPHY

The philosophy of the Master of Science in Nursing Program is derived from the philosophies of the Bachelor of Science in Nursing Programs of Clarion and Edinboro Universities, which are complementary in nature, and is consistent with the stated missions of both universities. The Master of Science in Nursing Program affords the advanced practice nurse the opportunity to assume multiple roles in a variety of settings within the community.

Human beings reflect diverse cultures and life styles as they interrelate with family, community, and social systems. The individual's life experiences influence health beliefs, choices, and practices. Each individual has the right and the responsibility to make decisions affecting health and to be supported in those decisions. Each individual is unified, dynamic and continually interacts with the environment.

Environment is the aggregate of influences that interrelate with individuals. Multiple environmental factors--legal, ethical, political, socio-economic, and historical--affect both the level of health of humans and their ability to acquire health care services. Advanced practice nurses impact health care services and practices through change making endeavors.

Health, as an ever-changing process, encompasses well-being and illness, and is an evolving potential that cannot be quantified. Nursing interfaces with health as nurse professionals work with clients to direct, organize and monitor individuals' progress toward maximum well-being.

Nursing is a consumer-focused profession that addresses the health care needs of individuals and communities. Advanced nursing practice involves inquiry and a variety of ways of knowing. As an evolving discipline with a clinical focus, nursing is grounded in theory and research and encompasses professional standards of practice. The scope of advanced nursing practice remains fluid.

Advanced practice nurses are leaders who function autonomously and interdependently assuming the roles of nurse practitioner, clinical specialist, nurse anesthetist, nurse midwife, nurse educator, and nurse administrator. Nurse practitioners are case managers who are responsible for health promotion, disease prevention, caring/healing, and teaching/coaching through interdisciplinary communication and collaboration. They are qualified to perform acts of medical diagnosis or prescription of medical therapeutic or corrective measures in collaboration with and under the direction of a physician licensed to practice medicine in this Commonwealth (Pennsylvania Code 49§21:251). Nurse educators prepare the clinicians of the future.

Graduate nursing education builds upon the knowledge and skills that individuals obtain in baccalaureate nursing programs and prepares graduates to be critical thinkers and use diagnostic reasoning in their professional role. Learning includes research methodology for application to nursing problems and participation in research studies. The educational process provides for role development and opportunities to apply advanced nursing knowledge and related theories to practice and educational settings.

The Master of Science in Nursing Program affords its graduates, as advanced practice nurses, the opportunity to contribute to research and practice in a technologically dynamic society. The nursing program provides the foundation for a life-long process of personal and professional growth as well as for post-graduate education.

PROGRAM OUTCOMES

The terminal objectives of the joint Master in Science in Nursing Program reflect the ability of the graduate to:

1. Synthesize knowledge from nursing, the sciences, and humanities into advanced nursing practice.
2. Demonstrate critical thinking and diagnostic reasoning in decision-making activities.
3. Use theoretical knowledge and research findings as a foundation for advanced nursing practice.
4. Incorporate professional/legal standards and moral/ethical values into a culturally sensitive practice.
5. Apply nursing knowledge and related theories to nursing and health through advanced clinical practice and/or nursing education.
6. Build a professional system that includes interdisciplinary communication, collaboration and teamwork.
7. Participate in legislative and policy-making endeavors that influence health care services and practices.
8. Contribute to nursing knowledge through advanced clinical practice and/or education and research.

FAMILY NURSE PRACTITIONER CONCENTRATION

The Family Nurse Practitioner Concentration was first offered by Clarion and Slippery Rock Universities in 1995, the result of several years of discussion and recommendations by a task force of the Pennsylvania State System of Higher Education. In August of 2001 approval was granted by the Pennsylvania State Board of Nursing to add Edinboro to the joint program. After 8 successful years as a 3-university consortium, Slippery Rock University officially dissolved its relationship in 2009. The remaining partners, Clarion and Edinboro Universities, carry on the original mission.

The FNP Concentration is designed to prepare primary care providers to work in ambulatory settings such as community health centers, outpatient clinics, student health and women's health centers and private practices. The focus is on preparing nurse practitioners for rural and urban under-served areas. It is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the curriculum is consistent with the Curriculum Guidelines published by the National Organization of Nurse Practitioner Faculties (NONPF). The curriculum includes 600 hours of supervised clinical practice in the community. Each of the clinical courses requires some clinical practice hours, varying according to the objectives of the specific course, and 270 hours of this practice is part of the culminating internship.

Students are required to successfully complete a comprehensive examination and graduates are eligible to apply for legal certification to the Pennsylvania State Board of Nursing and for professional certification to the American Nurses Credentialing Center (ANCC) and to the American Academy of Nurse Practitioners (AANP). Legal certification by the Pennsylvania State Board of Nursing authorizes the nurse practitioner to use the credentials, CRNP. Students must be board certified by a national accrediting agency (ANCC or AANP) in order to apply for legal certification in Pennsylvania and for prescriptive authority (See Appendix A)

NURSE EDUCATOR CONCENTRATION

This master's concentration focuses on the preparation of nurse educators. It is the newest of the master's level concentration, first admitting students in the fall of 2001 under the 3-university consortium. This concentration is designed to prepare graduates to teach in diploma and associate degree programs as well as to fill clinical education and staff development position in hospitals and other health care institutions. Built on a strong foundation of science, health policy, health promotion, and advanced health assessment, students in this concentration share many of the foundational courses with students in the nurse practitioner concentration. Students in the nursing education track are required to complete an internship that is a mentored teaching experience. They are encouraged to seek this experience in the type of organization in which they expect to be teaching.

GRADUATE FACULTY

The graduate faculty of the Clarion and Edinboro Universities Master of Science in Nursing Program is composed of educators from both universities (See Appendix B). The graduate catalog of each university also lists faculty members and their credentials.

ADMISSION REQUIREMENTS AND PROCEDURES

ADMISSION REQUIREMENTS

The admission requirements for both MSN concentrations are the following:

- Evidence of an earned baccalaureate degree in nursing from an accredited program.
- Unencumbered licensure as a registered nurse in the state where student plans to complete clinical practicum experiences
- An undergraduate grade point average of 2.75 on a 4.0 scale, or
- A graduate grade point average of 3.0 on a 4.0 scale (if seeking second MSN degree or Post-Master's Certificate).
- One year of recent full-time clinical practice or two years of part-time clinical practice (2,000 hours)
- Evidence of completion in the past 5 years of a college-level statistics course with a grade of "C" or better or other evidence of competency in statistics (e.g., research work)

APPLICATION AND ADMISSION PROCEDURES

1. A complete application packet includes the following:

- ✓ Completed application form
- ✓ \$30 non-refundable application fee
- ✓ Official transcripts from all undergraduate and graduate institutions attended
- ✓ Two recommendation forms
- ✓ Resume
- ✓ Copy of Registered Nurse License in the state where the applicant plans to complete clinical practicum
- ✓ Completed Requirement Summary Form
- ✓ A type-written 1-2 page essay entitled "The Value of (*Degree and Concentration Seeking*) to My Career Goal"

All forms (Application, Recommendation Forms, and Requirement Summary Form) can be downloaded from the MSN Program Website: <http://www.clarion.edu/124588/>
Alternatively, applicants can request an application packet by contacting the Clarion University Graduate Admissions Office by phone at 814-393-2337 or via email at gradstudies@clarion.edu The application form itself can be completed online and is available as a link from <http://www.clarion.edu/16475/>

2. ***The applicant mails all gathered materials in one envelope*** to the Clarion University Graduate Studies Office. All documents become the property of Clarion University and Edinboro University and will not be returned or duplicated for any purpose outside of the universities. An application is considered "complete" when all application materials are in the Clarion University Graduate Studies Office.
3. Upon receipt of the materials, the Clarion University Graduate Studies Office forwards the complete packet to the members of the Admission, Progression, and Graduation Committee. Applicants will be contacted by the committee chair, or designee, to set up an interview with

the committee. **Interviews are conducted during the month of October for the early decision deadline and in March for the regular admission deadline.**

4. After the completion of all interviews, members of the Admission, Progression, and Graduation Committee review all materials and submit a recommendation regarding admission to the Graduate Studies Office. Options include: deny admission, admit provisionally (with provisions described), full admission, and deferred admission to another academic year. Students with prior graduate degree work must submit materials describing the courses they think will substitute for courses in the MSN curriculum. Members of the Admissions, Progression, and Graduation Committee make the decision regarding such substitutions.
5. The Graduate Studies Office informs each applicant of the decision of the Admissions Committee via a letter that also informs the applicant of the name and contact information for his/her advisor and directs the applicant to contact the advisor to develop a program plan.
6. The faculty meets with the applicant face-to-face or via email or phone. At this meeting the faculty advisor evaluates the applicant's previous coursework and the decision of the Admissions, Progression, and Graduation Committee, and develops an individual program plan. A copy of the program plan is sent to the MSN Program Coordinator for inclusion in the student database and individual student's file.

Application Deadlines

Early Admission Deadline--All completed applications received by October 1st will be reviewed and considered for early admission into the MSN program for the upcoming fall term. Interviews will be completed by November 1st. Applicants meeting the criteria for early admission will be notified by December 15th.

Regular admission deadline—All completed applications received by March 1st will be reviewed and considered for regular admission into the MSN program for the upcoming fall term. Interviews will be completed by April 1st. Applicants meeting the criteria for admission will be notified by May 15th.

Applicants meeting admission criteria are accepted on a “space available” basis. An applicant may be placed on a waiting list for the upcoming fall admission or for the following fall admission. Note: Admission is highly competitive. If seats for the upcoming fall term are filled at the early admission deadline, there will be *no* review of applications in April. Therefore, applicants are *strongly* advised to apply early and to check with the Program Coordinator before applying for regular admission.

Applicants to the Post-Master's Certificate Program will be considered on a rolling admission basis. The applicant will be contacted to arrange an interview with the Program Coordinator. Admission is based on qualifications and space availability.

ENROLLMENT AS A NON-DEGREE STUDENT

Occasionally individuals will want to engage in graduate study without formally entering a graduate program. Such individuals should apply for non-degree admission status at the time of application. All admission requirements must be met. Individuals remaining in this status may not receive a graduate degree. Courses taken while a person is in this status will be identified as non-degree on the student's transcript. The non-degree student who, after taking courses in the non-degree status, seeks a graduate degree must be formally admitted to a graduate degree program under regular admission procedures. Graduate programs may or may not accept courses taken while a student is in non-degree status. No program may accept more than nine credits taken in non-degree status. Applicants admitted on a non-degree basis are not guaranteed regular full admission status. Certain course restrictions apply for non-degree students.

TRANSFER OF CREDIT

Clarion and Edinboro University graduate programs allow students to transfer credit for graduate courses taken at other accredited institutions. It is an MSN program policy that 30 credits of the total required degree credits are taken in the Clarion and Edinboro Universities MSN Program. Courses transferred must be certified as graduate level on the transcript and must have a grade of "B" or better. Transfer credit course grades are not computed in the universities quality-point average.

Students may transfer up to 12 credits of approved non-clinical course work toward the MSN-FNP degree and up to six credits toward the MSN-NE degree if courses were taken within five years. Students already holding an earned MSN degree may transfer up to nine credits from that degree. Up to nine credits may be granted for life experience based upon careful evaluation of such experience. Correspondence course credits are not accepted for transfer. No more than six semester hours will be transferred from another institution after a student has been admitted to the Clarion and Edinboro Universities program. Course credit will not be transferred until the course has been evaluated and approved.

- Transfer credit forms are available in the Graduate Studies Office at Clarion University.
- Students who wish to take a course at another institution while enrolled in the Clarion and Edinboro Universities MSN Program are referred to the Clarion and Edinboro University Graduate Catalogues for guidance.

CREDIT BY CHALLENGE

Students may challenge up to three credits of course work with the permission of the Graduate Nursing Faculty.

ADVISEMENT

Upon admission to the MSN Program the student will be assigned a faculty advisor. Before beginning the first course, the successful applicant should meet with the graduate advisor for orientation and assistance in planning their program of studies. This can be accomplished face-to-face, by phone, email, or desktop conferencing.

HEALTH POLICY

Specific health forms are not required for admission to the MSN Program. However, clinical agencies may require certain health requirements which must be met prior to clinical practice in that agency. It is the student's responsibility to meet those requirements. All fees incurred in attaining health requirements are the responsibility of the student. The faculty reserves the right to request medical clearance from a student prior to clinical placement.

DISABILITY STATEMENT

Students who have a documented disability and require accommodations in order to complete the requirements of a course, need to inform their instructors as soon as possible. All students that require accommodations need to be registered with the Office of Disability Support Services (DSS) at Clarion, and they will assist in providing the appropriate verification of the requested accommodations. The Office of DSS can be reached by calling (814) 393-2095 or email jmay@clarion.edu. Their website is <http://www.clarion.edu/1019/>

ACADEMIC INTEGRITY POLICY

All MSN students are expected to be professional and ethical at all times while in the program. Thus all students are required to sign an Academic Integrity Pledge as part of their admission process (Appendix C) contains a copy of the pledge. The signed pledge will be kept in the students' folders while in the program.

CURRICULUM

FULL TIME STUDY

A minimum of nine credits per semester is considered a full load for graduate students, although students may register for up to twelve credits per semester without special permission. Students may not register for more than twelve semester hours during the summer. Exceptions may be authorized by the Coordinator of Graduate Studies at Clarion University upon the recommendation of the graduate faculty.

SECOND MASTER'S DEGREE (for Family Nurse Practitioner)

Second Master's Degree Curriculum

Individuals holding a graduate degree in nursing may earn a second masters in nursing degree in the Clarion and Edinboro Universities Family Nurse Practitioner concentration. In order to qualify for a second master's degree, regardless of where the first degree was earned, graduate students must successfully complete a minimum of 30 hours of credit in the Clarion and Edinboro Universities Program beyond the first master's degree and meet program requirements with respect to the required semester hours of credit and courses for the major. Second master's degree students would typically have transfer credits in nursing theory and research that could apply to the requirements of NURS 605-Evolution of Nursing Theory, NURS 610-Advanced Concepts in Research, and NURS 800-Thesis/Project. Students may petition for life experience

credits for NURS 614-Health Promotion: Family and Community Perspectives and NURS 645-Nursing and Public Policy. Clinical courses and the internship are required of all degree students regardless of prior advanced education.

POST MASTER’S FAMILY NURSE PRACTITIONER CERTIFICATE

A Post-Master's Family Nurse Practitioner Certificate is available to individuals who hold a master’s degree in nursing from an accredited program. A program of study that meets all requirements for the graduate to sit for national certifying exams will be tailored to the needs of the individual. A minimum of 15 credits is required to earn a certificate.

POST MASTER’S CERTIFICATE IN NURSING EDUCATION

A Post-Master’s Certificate in Nursing Education is available to individuals who hold a master’s degree in nursing from an accredited program. This includes nurses who have graduate degrees as nurse practitioners. The purpose of this certificate program is to prepare nurses for teaching positions in nursing in both academic and non-academic settings. A minimum of 15 credits is required to earn a certificate.

Curriculum for Post Master’s Certificate in Nursing Education

NURS 675 Nursing Curriculum Development NURS 677 Evaluation and Assmt. in Nursing
 NURS 676 Educational Strategies NURS 751 Internship

MASTER OF SCIENCE IN NURSING COURSES

The following courses are offered in the Masters of Science in Nursing Program. Those marked with a + are part of the FNP Concentration. Those marked with a ++ are part of the NE Concentration:

+ ++ *	NURS 601:	Advanced Concepts in Pathophysiology	3
+ ++	NURS 602:	Pharmacologic Applications	3
+ ++ **	NURS 605:	Evolution of Nursing Theory	3
+ ++	NURS 610:	Advanced Concepts in Nursing Research	3
+ ++ ***	NURS 614:	Health Promotion: Family and Community Perspectives	3
+ ++	NURS 615:	Advanced Health Assessment	2
+ ++	NURS 616:	Advanced Health Assessment Practicum	1
+	NURS 620:	Clinical Decision Making I	2
+	NURS 621	Clinical Decision Making I Practicum	1

+	NURS 630:	Clinical Decision Making II	3
+	NURS 631:	Clinical Decision Making II Role Seminar	1
+	NURS 632	Clinical Decision Making II Practicum	2
+	NURS 640:	Clinical Decision Making III	3
+	NURS 641:	Clinical Decision Making III Role Seminar	1
+	NURS 642	Clinical Decision Making III Practicum	2
+ ++	NURS 645:	Nursing and Public Policy	3
++	NURS 675:	Nursing Curriculum Development	3
++	NURS 676:	Educational Strategies in Nursing	3
++	NURS 677:	Evaluation and Assessment in Nursing	3
+	NURS 750:	Family Nurse Practitioner Internship	3-6
++	NURS 751:	Nurse Educator Internship	3-6
++	NURS 800:	Thesis/Project	3

Note:

*NURS 601: Advanced Concepts in Pathophysiology is a pre-requisite to NURS 602: Pharmacologic Applications and is a pre-requisite or co-requisite to NURS 615/616: Advanced Health Assessment.

**NURS 605: Evolution of Nursing Theory is a pre-requisite to NURS 610: Advanced Concepts in Nursing Research.

***NURS 614: Health Promotion: Family and Community Perspectives is a pre-requisite to the clinical courses and is a co-requisite or pre-requisite to NURS 620: Clinical Decision Making I.

Completion of all courses, including NURS 800, is a pre-requisite for NURS 750 and NURS 751

All courses are fully online with the exception of clinical practica, internships, and skill labs.

CLARION AND EDINBORO UNIVERSITIES MSN PROGRAM

PROGRAM PLAN FAMILY NURSE PRACTITIONER CONCENTRATION

Full-time Plan (45 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 620	Clinical Decision Making I	2-30-0
NURS 616	Advanced Health Assessment Practicum	1-0-45	NURS 621	Clinical Decision Making I Practicum	1-0-45
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 630	Clinical Decision Making II	3-45-0	NURS 640	Clinical Decision Making III	3-45-0
NURS 631	Clinical Decision Making II Role Seminar	1-0-30	NURS 641	Clinical Decision Making III Role Seminar	1-0-30
NURS 632	Clinical Decision Making II Practicum	2-0-90	NURS 642	Clinical Decision Making III Practicum	2-0-90
Summer II					
NURS 750	Family Nurse Practitioner Internship				6-0-270

Part-time Plan (45 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 620	Clinical Decision Making I	2-30-0
NURS 616	Advanced Health Assessment Practicum	1-0-45	NURS 621	Clinical Decision Making I Practicum	1-0-45
Fall Semester III			Spring Semester III		
NURS 630	Clinical Decision Making II	3-45-0	NURS 640	Clinical Decision Making III	3-45-0
NURS 631	Clinical Decision Making II Role Seminar	1-0-30	NURS 641	Clinical Decision Making III Role Seminar	1-0-30
NURS 632	Clinical Decision Making II Practicum	2-0-90	NURS 642	Clinical Decision Making III Practicum	2-0-90
Summer III					
NURS 750	Family Nurse Practitioner Internship				6-0-270

*Hours: Credits – Theory Clock Hours/Semester– Clinical Clock Hours/Semester (Lab Hours for Seminar Courses)

CLARION AND EDINBORO UNIVERSITIES MSN PROGRAM

PROGRAM PLAN NURSE EDUCATOR CONCENTRATION

Full-time Plan (36 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 615	Advanced Health Assessment	2-30-0			
NURS 616	Advanced Health Assessment Practicum	1-0-45			
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
NURS 675	Nursing Curriculum Development	3-45-0	NURS 677	Evaluation & Assessment in Nursing	3-45-0
NURS 676	Education Strategies in Nursing	3-45-0	NURS 751	Nurse Educator Internship	3-0-135

Part-time Plan (36 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0			
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 645	Nursing & Public Policy	3-45-0
NURS 616	Advanced Health Assessment Practicum	1-0-45			
Fall Semester III			Spring Semester III		
NURS 675	Nursing Curriculum Development	3-45-0	NURS 677	Evaluation & Assessment in Nursing	3-45-0
NURS 676	Education Strategies in Nursing	3-45-0	NURS 751	Nurse Educator Internship	3-0-135

*Hours: Credits – Theory Clock Hours/Semester– Clinical Clock Hours/Semester (Lab Hours for Seminar Courses)

RELATIONSHIP BETWEEN CREDIT/CLOCK HOURS

The FNP concentration consists of 18 credits of theory courses, 3 credits of research and 24 credits of combined theory and practicum for a total of 45 credits. The program incorporates 465 hours of didactic course work (computed at 15 clock hrs per credit) including thesis/scholarly project and 600 hours of clinical practica and role seminar. Clinical practica are computed at 45 clock hours per credit and role seminars are computed at 30 clock hours per credit.

The NE concentration consists of 33 credits of theory courses, 3 credits of thesis/scholarly project, and 3 credits of internship. The program incorporates 435 hours of didactic course work (computed at 15 clock hours per credit) including thesis/project and 180 hours of clinical practica (advanced health assessment and internship). Clinical practica are computed at 45 clock hours per credit.

COURSE DESCRIPTIONS

NURS 601: ADVANCED CONCEPTS IN PATHOPHYSIOLOGY 3 credits

This course is devoted to the study of the physiological process of disease and the body's response to this process. It is the goal of the course to present broad physiological principles that advanced practice nurses can apply to their clinical experiences. Specific diseases will be used to exemplify pathophysiological concepts, and treatment is examined at the molecular level as response to the pathophysiology. The course investigates exogenous causes of diseases, emphasizing infection, inflammation and the immune response, as well as endogenous diseases of the nervous, endocrine, cardiovascular, hepatic pulmonary, and renal systems. Offered fall annually.

NURS 602: PHARMACOLOGIC APPLICATIONS 3 credits

Covers principles of pharmacology as applied to advanced nursing practice. This includes drug effectiveness, mechanism and interaction. Emphasis will be on the pharmacological action of drugs on specific organ systems and the clinical use of drugs in treatment of disease conditions. Emphasis will be on critical decision-making skills in the selection of drug therapy, doses of drugs, routes of administration and preferred therapy. This course focuses upon pharmacologic implications for the family nurse practitioner in working with individuals across the life span. Pre-requisite: NURS 601. Offered spring annually.

NURS 605: EVOLUTION OF NURSING THEORY 3 credits

Focuses on selected aspects of theory development in nursing science. Emphasis is given to the study of epistemological issues related to the evolution of theory in nursing. Varying levels and components of theories are explored. Major strategies for theory development including concept analysis, synthesis, and theory derivation are analyzed. Students gain experience in critically examining major existing theoretical models. Offered fall annually.

NURS 610: ADVANCED CONCEPTS IN NURSING RESEARCH 3 credits

Examines the relationship and contribution of nursing research to the development of nursing science. The growth of research will be traced over the course of the last century, with particular emphasis on the evolution which has occurred since mid-century. Students will be assisted to

increase their ability to critically evaluate published research and to make decisions concerning its application to practice. Additionally, students will develop a proposal for an individual or group research project which may become the foundational work for the scholarly project. Pre-requisite: NURS 605 or by permission of instructor. Offered spring annually and as needed.

NURS 614: HEALTH PROMOTION: FAMILY & COMMUNITY PERSPECTIVES

3 credits

Introduces the advanced practice nurse student to health promotion and disease prevention strategies for families and communities. Students will explore principles of family theory, established models of family development, epidemiology, and demography. An opportunity will be given to develop intervention plans to improve wellness based risk assessment and knowledge of national standards of clinical preventive services. This course is a pre-requisite to all other clinical nursing courses in the nurse practitioner concentration. Offered fall annually.

NURS 615: ADVANCED HEALTH ASSESSMENT

2 credits

This course builds upon the basic assessment skills of the nurse. It prepares the advanced practice nurse to conduct focused and comprehensive health assessments of clients across the lifespan. The process of diagnostic reasoning is emphasized as the primary means of collecting and analyzing data obtained from the client history, physical examination, and diagnostic procedures. Two hours lecture weekly. Must be taken concurrently with NURS 616. Pre- or Corequisite: NURS 601. Offered fall annually and as needed.

NURS 616: ADVANCED HEALTH ASSESSMENT PRACTICUM

1 credit

Provides an opportunity for the student to implement the objectives identified in NURS 615. Students may select experiences from a variety of clinical settings appropriate to the course focus. Three clinical hours weekly. This course must be taken concurrently with NURS 615. Pre-requisite: NURS 601. Offered fall annually and as needed.

NURS 620: CLINICAL DECISION MAKING I

2 credits

The focus of this course is clinical data gathering skills, diagnostic reasoning, and clinical problem-solving in the management of common health problems of clients throughout the lifespan. Critical thinking skills are emphasized and honed and are used to amplify common sense, intuition, and simple reasoning. Emphasis is placed upon the analysis and synthesis of client data for diagnosis and for identification of appropriate nursing and other therapeutic interventions to be used by the advanced practice nurse. This course is required as a prerequisite to all other clinical nursing courses and is to be taken concurrently with NURS 621. Prerequisite: NURS 615/616. Spring, annually and as needed.

NURS 621: CLINICAL DECISION MAKING I PRACTICUM

1 credit

Provides an opportunity for the student to implement the objectives identified in NURS 620. Students may select experiences from a variety of clinical settings appropriate to the course focus. Three clinical hours weekly. This course must be taken concurrently with NURS 620. Pre-requisite: NURS 615. Offered spring annually and as needed.

NURS 630: CLINICAL DECISION MAKING II**3 credits**

Focus is on health promotion, wellness maintenance, disease prevention, early detection of problems, prompt treatment of acute illness, and support for management and self-care during chronic conditions of children (birth through adolescence) and childbearing women. All dimensions of development and the total health of the family are considered. Collaboration with other healthcare providers is fostered. Three lecture hours weekly. Must be taken concurrently with NURS 631 and NURS 632. Pre-requisites: NURS 601, 602 and 614 and minimum grade of "B" in 615 and 620. Offered fall annually.

NURS 631: CLINICAL DECISION MAKING II: ROLE SEMINAR**1 credit**

Focus of this seminar will be clinical based research questions, client presentation, and effective treatment interventions for children (birth through adolescence) and childbearing women. Students are given an opportunity to discuss alternative approaches to diagnosis, advanced nursing, medical, or collaborative management in a controlled environment. Two laboratory hours weekly. Must be taken concurrently with NURS 630 and NURS 632. Pre-requisites: NURS 601, 602, and 614; Minimum grade of "B" in NURS 615 and 620. Offered fall annually.

NURS 632: CLINICAL DECISION MAKING II PRACTICUM**2 credits**

Provides an opportunity for the student to implement the objectives identified in NURS 630. Students may select experiences from a variety of clinical settings appropriate to the course focus. Six clinical hours weekly. Must be taken concurrently with NURS 630 and NURS 631. Pre-requisite: NURS 601, 602, and 614; Minimum grade of "B" in NURS 615 and 620. Offered fall annually.

NURS 640: CLINICAL DECISION MAKING III**3 credits**

Focus is on health promotion, wellness maintenance, disease prevention, early detection of problems, prompt treatment of acute illness, and support for management and self-care during chronic conditions of young, middle aged, and older adults. All dimensions of development and the total health of the family are considered. Collaboration with other health care providers is fostered with emphasis upon the coordination and continuity of client care. Three lecture hours weekly. Must be taken concurrently with NURS 641 and NURS 642. Pre-requisites: NURS 601, 602, and 614 and minimum grade of "B" in 615, 620, and 630. Offered fall annually.

NURS 641: CLINICAL DECISION MAKING III: ROLE SEMINAR**1 credit**

Focus of this seminar will be clinical based research questions, client presentation, and effective treatment interventions for young, middle-aged, and older adults. Students are given an opportunity to discuss alternative approaches to diagnosis, advanced nursing, medical, or collaborative management in a controlled environment. Two laboratory hours weekly. Must be taken concurrently with NURS 640 and NURS 642. Pre-requisite: NURS 601, 602, and 614; Minimum grade of "B" in NURS 615, 620, and 630. Offered spring annually.

NURS 642: CLINICAL DECISION MAKING III PRACTICUM**2 credits**

Provides an opportunity for the student to implement the objectives identified in NURS 640. Students may select experiences from a variety of clinical settings appropriate to the course focus. Six clinical hours weekly. Must be taken concurrently with NURS 640 and NURS 641.

Pre-requisites: NURS 601, 602, and 614; Minimum grade of “B” in NURS 615, 620, and 630. Offered spring annually.

NURS 645: NURSING AND PUBLIC POLICY **3 credits**

This course examines the implications of health care financing, structuring, labor market trends, and current health care reform proposals for nursing in general and for advanced practice nursing specifically. Additionally, the student will be stimulated to appreciate the critical need for nurses to engage in activities, individually and as members of professional organizations that will enhance the position of nursing in influencing health care policy and legislation at all levels—local, state, and federal. A pervasive theme throughout the course is the ultimate goal of improving the health care of our citizens. Offered spring annually.

NUR 675: NURSING CURRICULUM DEVELOPMENT **3 credits**

Examines curriculum development in post secondary nursing programs. Focuses on philosophical issues, learning theories, learner needs assessment, and curriculum design for target populations in various nursing education programs. Enables advanced practice nursing students to develop and evaluate curriculum for selected nursing education programs. Offered fall, every other year and/or as needed.

NURS 676: EDUCATIONAL STRATEGIES IN NURSING **3 credits**

Provides a comprehensive overview of educational strategies for students who desire to function as advanced practice nurses in the educational arena. Provides the necessary theory to implement the instructional process with various populations. Examines issues relevant to educational strategies and their evaluation. Students design and implement a lesson plan. Self-evaluation and critique of others are used as a method to improve teaching. Offered fall, every other year and as needed.

NURS 677: EVALUATION AND ASSESSMENT IN NURSING **3 credits**

Provides a comprehensive overview of evaluation and assessment in learning for students who desire to function as advanced practice nurses in the educational arena. Emphasizes current issues in assessment, establishment and measurement of learning outcomes, and the development and utilization of assessment tools. Students design and use evaluation tools for clinical and classroom application in nursing and health education. Offered spring, every other year and/or as needed.

NURS 750: FAMILY NURSE PRACTITIONER INTERNSHIP **3-6 credits**

Provides the opportunity to gain competency in the multifaceted role of nurse practitioner through supervised clinical experience under the guidance of certified nurse practitioners, physician assistants, or licensed physicians approved by the department as preceptors. Prerequisites: All program course work, including completion of NURS 800. Spring, annually and as needed.

NURS 751: NURSE EDUCATOR INTERNSHIP **3-6 credits**

Provides the opportunity to gain competency in the multifaceted role of nurse practitioner through supervised clinical experience under the guidance of certified nurse practitioners, physician assistants, or licensed physicians approved by the department as preceptors.

Prerequisites: All program course work, including completion of NURS 800. Spring, annually and as needed.

NURS 800: SCHOLARLY PROJECT/THESIS

3 credits

Students will engage in group research related to an aspect of care relevant to the nurse practitioner or nurse educator professions. The scholarly project is supervised by a research advisor and committee. Prerequisites: NURS 605 and 610.

STUDENT POLICIES

ACADEMIC HONESTY

Clarion University

Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Student Handbook and Calendar; Student Rights, Regulations, and Procedures Handbook; and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examination, or other academic work, or, without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

- 1. Plagiarism** – The use of another’s words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another and representing them as one’s own-even if the original paper has been paraphrased or otherwise modified. *A close or extended paraphrase may also be considered plagiarism even if the source is named.*
- 2. Collusion** – Working with another in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specifically approved in advance by the instructor.
- 3. Cheating on an examination or quiz** – Giving or receiving information or using prepared material on an examination or quiz.
- 4. Falsification of data** – Manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or avoid conducting actual research. Students are asked to sign an Academic Integrity Pledge as part of their admission into the program. A copy of this pledge can be found in Appendix C.

Charges of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student. Students have the right to appeal instructor decisions (Student Rights, Regulations, and Procedures Handbook) either through the grade appeal process

or directly to the Conduct Board, depending on the nature of the dispute. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university, can only be imposed as the result of complaints filed under the Disciplinary Procedures Code and after formal hearings under this code.

Edinboro University

Academic dishonesty is considered a violation against the university's Student Code of Conduct. Dishonesty includes cheating, plagiarism, or knowingly furnishing false information to the University. Violations are adjudicated by the Office of Student Judicial Affairs within the Division of Student Affairs and Student Success, with final authority for the disciplinary system of the University resting with the President of Edinboro University of Pennsylvania.

CHANGING PROGRAM CONCENTRATION

Any student wishing to change program concentrations may do so no later than upon completion of NURS 615/616. The intent of this policy is to allow those who switch from the NE to FNP track to have an uninterrupted clinical course sequence and those who switch from the FNP to NE track to avoid taking unnecessary clinical courses. The request must be approved by the student's advisor and program coordinator

COMPREHENSIVE ASSESSMENT/PORTFOLIO

In order to successfully complete the program, students must pass a comprehensive assessment in the form of a professional portfolio. The portfolio is submitted while enrolled in NURS 750 or NURS 751 and assumes completion of all MSN courses with a cumulative QPA of not less than 3.0. The portfolio evaluates the ability of the student to synthesize the information from core courses with the principles of diagnosis and management in primary care, in the case of FNP students, and with the principles of education, in the case of NE students.

Successful completion of the portfolio requires a grade of 75% or better as determined by a grading rubric given to the student prior to submission of the final document. Students are expected to collect artifacts throughout the program for inclusion in the portfolio. Acceptable evidence includes course assignments or projects, clinical logs and reflections, a current resume, letters of recommendation, a summary of professional development experiences, and any other evidence that would support the reader's full comprehension of the student's growth as a professional. Specifically, FNP students should demonstrate attainment of the *NONPF Domains and Core Competencies* (2006) and the *NONPF Nurse Practitioner Primary Care Competencies in Specialty Areas: Adult, Family, Gerontological, Pediatric, and Women's Health* (2002); NE students should demonstrate attainment of the *NLN Core Competencies of Nurse Educators* (2005).

Students receiving a grade of less than 75% on the portfolio will be given a comprehensive written examination. Failure on the comprehensive written examination will result in remediation, which may include additional coursework, followed by second administration of a comprehensive written exam. Failure on the second examination will result in dismissal from the program.

DISMISSAL POLICY

A student will be dismissed from the MSN program for any of the following reasons:

1. Violations of the academic honesty policies.
2. Violation of the American Nurses Association “Code for Nurses” guidelines for ethical practice, or the National Student Nurses’ Association “Code of Academic and Clinical Conduct.”
3. Failure to notify the Office of Graduate Studies of changes in a criminal arrest history.
4. A documented pattern of unprofessional behavior in the classroom or clinical setting.
5. Unsafe practice during the practicum experience.
6. Failure to maintain a grade point average (QPA) appropriate to the program.
7. Failure to meet academic standards for a repeated course in the clinical sequence (see Retention Policy—Clinical Courses).

A student dismissed from the university is also dismissed from the MSN program; however, a student dismissed from the MSN program is not necessarily dismissed from the university. A student who is dismissed from the MSN program will be informed by letter, a copy of which will be retained in the student’s file. The student may choose to:

1. Remain at the university and pursue another course of study
2. Withdraw from the university
3. Appeal dismissal (See *Student Rights, Regulations, and Procedures Online Handbook*)

Students who are dismissed from the MSN Program are strongly encouraged to seek the advice of their academic advisor to assist in problem solving and planning to meet their goals.

GRADE APPEAL POLICY

Disagreements between students and faculty on student rights and academic complaints against faculty members may be dealt with as described in the Clarion University Student Rights, Regulations, and Procedures Handbook or the Edinboro University Student Handbook at the respective university of the faculty member.

GRADING POLICY

The graduate nursing faculty of the joint MSN program subscribes to the following grading scale:

Grading Scale

93 - 100 = A 66 - 74 = D
84 - 92 = B 65 - below = E
75 - 83 = C Pass/Fail

GRADUATION POLICY

Students must have an overall quality-point average (QPA) of 3.0 in order to graduate from the program. The maximum time for completion of the degree program is six calendar years. Students must finish the program no later than two semesters after completing the internship. In order to assure timely completion of the program, students may register for NURS 800 no later than one year before registering for NURS 750 or NURS 751.

It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline during the semester in which he or she intends to graduate. Graduation applications are available online at

<http://www.clarion.edu/27744.pdf>

Students have the option of participating in the Commencement ceremony at either Edinboro University or Clarion University. Commencement occurs two times a year: Spring (May) and Winter (December). Students may "walk" in the Spring Commencement if they will be completing all program requirements by the end of the Summer III term. Students choosing this option should plan to apply for graduation on the date posted for May graduates.

INCIDENT REPORT POLICY AND PROCEDURE

An incident is any happening related to student performance in the education setting which is not consistent with the educational practices of the MSN Program or one in which the safety of an individual is jeopardized.

1. The student who has had an incident in the clinical setting is responsible for completing an Incident Report Form which can be obtained from the MSN Program Coordinator. The student is to complete the form and return it to the faculty member who is supervising the practicum. The faculty member will confer with the student as necessary and then will complete the required portion of the Incident Report Form.
2. The faculty member will inform the MSN Program Coordinator, and Department Chair if necessary, and determination will be made as to the action to be taken. Referral to the Dean is made at the discretion of the Coordinator and/or Department Chair.
3. Incident Reports are retained in the student file.
4. Students must comply with affiliating agencies' policies related to the reporting of incidents.

INCOMPLETE GRADES

Incomplete grades must be completed by the end of the following semester. No one may be cleared for graduation with "I" grades on the record. Students who have not completed NURS 800 in the designated semester receive an "IP" (In Progress) grade. The "IP" grade is removed upon completion of the thesis/project.

LEAVE OF ABSENCE POLICY

Any student requesting a Leave of Absence from the MSN program must submit a request in writing to the MSN Program Coordinator. This letter must include a reason for requesting the leave and the student's plans for return.

1. The Coordinator has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each Leave of Absence will be handled individually according to the specific need, academic standing, and clinical performance of the student.
3. The Coordinator will present the request to the Admission, Progression, and Graduation Committee with all pertinent information.
4. The Admission, Progression, and Graduation Committee will recommend denial or granting of the Leave of Absence.
5. No Leave of Absence will be granted for unsatisfactory academic performance or for a period longer than one year or two full semesters.
6. If the leave is granted, the student will be informed as such and must notify the Office of the Registrar of his or her intention to withdraw and the reason for withdrawal. At this time, the student will be informed of any conditional requirements for return (see CUP Graduate Catalogue).
7. Before returning to the MSN Program, the student must notify the MSN Program Coordinator of intent, the semester before returning, in order to register for the appropriate courses.

PROGRESSION POLICY

As a practice discipline, nursing has two interrelated components—theory and practice; thus each theory course in the clinical sequence has a co-requisite clinical practicum. The theory course is graded on the-conventional “A, B, C, D, E” scale, with any mark below “B” indicating failure. The clinical experience is graded “Pass/Fail.” A student is evaluated according to behavioral criteria based on the program and course objectives, which must be met in order to receive a passing grade in the clinical experience. *For NURS 615/616, the Progression Policy applies to both family nurse practitioner and nurse educator students.*

In order to progress in the clinical sequence, students must maintain an overall quality-point average (QPA) of 3.0 or better in order to remain in good standing. In addition, FNP students must:

1. Earn a “B” or higher in theory courses that are co-requisites to clinical practicum courses: NURS 615, 620, 630, and 640, and
2. Earn a “Pass” on the co-requisite clinical practicum course(s): NURS 616 (for NURS 615), NURS 621 (for NURS 620), NURS 631/32 (for NURS 630), and NURS 641/42 (for NURS 640).
3. Earn a “B” or higher in the final internship, NURS 750, to fulfill requirements for the master's degree or post-master's certificate.

A grade lower than a “B” in the theory component, or a failure in the clinical practice experience, or both, in any of the clinical nursing courses listed in this section is regarded as a failure for the entire course and the student must repeat the entire course (theory and clinical). The student must then receive a “B” or better and/or a “Pass” before being permitted to progress in the other clinical courses or internship.

An unsatisfactory grade in either the theory or the clinical practice experience, or both areas of any of the nursing courses listed in this section is regarded as unsatisfactory for the entire course.

PROGRESSION THROUGH CLINICAL COURSES

Once admitted in the MSN program, FNP concentration, it is strongly advised that less than two years elapse between clinical courses. Clinical courses include NURS 615 and 616: Advanced Health Assessment, all clinical decision making courses, and the internship. If two or more years elapse, the student must receive permission from the faculty member teaching the course and may be asked to complete a practical exam or retake the previous clinical course.

READMISSION POLICY

Students who withdraw from the program without securing a leave of absence, leave because of unsatisfactory performance, or fail to complete the program requirements in six years (or by the approved extension date) may apply for readmission to the nursing program if they have a cumulative QPA of 3.0.

The Admission, Progression, and Graduation committee will evaluate student requests for readmission and make a recommendation to the graduate faculty based on the following criteria:

1. General academic history
2. Grade point average
3. Clinical performance as evaluated by graduate nursing faculty and preceptors
4. Time absent from the academic program
5. Potential for success

Readmission to the nursing program is based on the professional judgment of the graduate nursing faculty and is contingent upon class size (space available).

RETENTION POLICY

Probation

Students will be placed on probation for the following reasons:

1. Failure to maintain an overall quality-point average (QPA) of 3.0
2. Earning a grade of “C” or below on two or more theory courses that are not part of the clinical sequence (NURS 601, 602, 605, 610, 614, 645)

3. Earning of a grade of “C” or below in a theory course that has a co-requisite clinical practicum (NURS 615, 620, 630, 640)
4. Earning a grade of “C” or below in a specialty course in the nurse educator concentration (NURS 675, 676, 677, 751).
5. Earning a “Failure” in a clinical practicum (NURS 616, 621, 632, 642)

Students may earn a grade of “C” in only one theory course that is not part of the clinical sequence without jeopardizing their status in the program.

FNP students cannot progress in courses in the clinical sequence while on probation.

Removing Probation Status for Non-Clinical Theory Courses

Students placed on probation for a theory course that is not part of the clinical sequence (NURS 610, 602, 605, 610, 614, and 645) or is a specialty course in the nurse educator concentration (NURS 675, 676, 677, 751) must repeat a “C” course and earn a grade of “B” or better the next semester that the course is offered or be removed from the program. Only two “C” grades can be repeated. Additional grades of “C” will be cause for automatic removal from the program.

Removing Probation Status for Clinical Courses

If a student earns a grade of “C” or below in a theory course that has a co-requisite clinical practicum, or earns a “Failure” on the co-requisite clinical practicum, the student will automatically be placed on probation. This applies to all courses in the clinical sequence: NURS 615/616, 620/21, 630/31/32, 640/41/42, and 750.

Students placed on probation must:

1. Repeat all related co-requisite clinical courses (e.g., NURS 630, 631, and 632) the next semester that course is offered and
2. Earn a grade of “B” or above in the theory portion of the course (e.g., NURS 630) and a “Pass” in the clinical portion (e.g., NURS 631 and 632), or be removed from the program.

No clinical course with a letter grade of “C” or below may count toward fulfillment of requirements for the master’s degree.

STATUTE OF LIMITATIONS

All requirements for the master’s degree must be completed within a six-year period commencing with the first graduate course registration. The Coordinator of Graduate Studies at Clarion University may extend this period upon written request from the student for justifiable reasons. This request must be supported by the graduate coordinator before submission to the office of Graduate Studies. Students must finish the program no later than two semesters after completing the internship.

STUDENTS' RIGHTS

In the case of a dispute between the student and a faculty member involving academic concerns (i.e. classroom evaluation, course grades, etc.), the student should follow the procedures outlined in the appropriate publication of the university employing the faculty member, for example, Clarion University's Student Rights, Regulations, and Procedures Handbook and Edinboro University's Student Handbook. The procedures to be followed are consistent with the university in which the faculty member is employed.

THESIS COMPLETION POLICY

Students are expected to complete their research, including the writing and approval of the final document, within one year (3 academic terms, including the summer) of initial registration for NURS 800. If more than a year passes and the study is not complete, students must register for one additional credit for each term until it is completed or until a second year has passed. After two years, students must seek permission from the Assistant Vice President for Academic Affairs at Clarion University, to remain in the program.

WITHDRAWAL POLICY

All class withdrawals must be made through the Clarion University Office of the Registrar. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Withdrawals between the end of the second and ninth weeks may be made without penalty. After the beginning of the tenth week of a semester or the second half of a summer session, a course from which a student withdraws shall be reported with a grade of "E." No student may have more than 2 class withdrawals while enrolled in the MSN Program. Exceptions may be made for withdrawals due to extenuating circumstances such as illness or some other unavoidable occurrence. (See Leave of Absence Policy)

Students may withdraw from the university (all courses) through the last day of classes. If a university withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Any student who withdraws from the university (that is, withdraws from all classes) either during or at the end of a semester must notify the Office of the Registrar of his or her intention to withdraw and the reason for withdrawal. Such students must be readmitted to the university before being allowed to take classes again. This can be done by contacting Graduate Studies at 814-393-2337 or 800-676-7171, option 6.

Students are advised to review information on Class Withdrawals and University Withdrawal at <http://www.clarion.edu/6874/#UniversityWithdrawals>

CLINICAL PRACTICE IN THE MSN PROGRAM

GUIDELINES FOR CHOOSING A PRACTICUM

Clinical courses build on one another and the course expectations vary with each course. Number of required hours and focus are as follows:

1. NURS 616: Advanced Health Assessment: 45 hours spent in a setting that allows the student to assume increasing responsibility and independence in taking the history, performing the physical examination, and completing other appropriate assessment activities. At the end of the clinical experience, the student will be able to demonstrate the techniques of a physical examination to gather objective data, report, and document his/her findings based on the history and physical. Appropriate settings include primary care, preoperative evaluation, and oncology practices. Emergency rooms and urgent care settings are not considered appropriate. A nurse practitioner preceptor is often more forgiving of the novice learner.
2. NURS 621: Clinical Decision Making I: 45 hours spent in a setting that allows the student increasing independence to elicit the history, physical examination and chief complaint, and report and document the findings. In the beginning of the clinical experience, the student will have learned the process of identifying the differential diagnosis. At the end of the clinical experience, the student should be able to formulate possible diagnoses for common complaints. Ideal settings are those that have a high volume of a variety of focused chief complaints. Busy primary care practices and emergency room or urgent care settings are ideal.
3. NURS 632: Clinical Decision Making II: 90 hours are split into two parts—60 hours spent in a setting that allows the student to refine formulating a diagnosis in the pediatric patient and 30 hours spent in a women's health setting. The student should be increasingly capable of recommending treatments based on the diagnosis. Two sites will be needed: one pediatric setting and one in women's health.
4. NURS 642: Clinical Decision Making III: 90 hours spent in a setting that allows the student to refine formulating a diagnosis in the adult client. The student should be increasingly capable of recommending treatments based on the diagnosis. Internal medicine practices and family practices that primarily take care of adults are ideal settings.
5. NURS 750: Family Nurse Practitioner Internship: 270 hours spent in a setting that allows the student to synthesize learning in order to gain competency in the multiple roles of the nurse practitioner. Seventy-five percent of the hours *must* be spent in a family practice setting. The remainder of the hours can be spent in a specialty practice setting (e.g., pediatrics, women's health, emergency room, endocrinology, pulmonology, cardiology, etc.)
6. NURS 751: Nurse Educator Internship: 135 hours spent with a nurse educator. Hours may be any combination of teaching online or in a classroom, lab, or clinical setting. Students teaching clinical sections must meet the requirements of that health care facility.

Students are expected to arrange their own clinical practicum experiences *with the approval of clinical faculty*. Clinical practica at the student's workplace are permitted *only* if in a different department. Students are also expected to seek out a variety of settings and not restrict their experiences to a single location. In addition, students are *strongly* discouraged from having more than 3 preceptors per course. Lists of potential preceptors and healthcare agencies with which the program has contracts are posted in Typhon.

Students are encouraged to begin making arrangements the semester *before* the scheduled experience. Some settings require extra steps to complete the process. As just one example, the

following specific advice is offered for students wishing to have their clinical experience at the Erie VA Medical Center:

1. Start at least 6 weeks ahead of the time you plan to begin your clinical rotation.
2. Contact your potential clinical preceptor.
3. Contact Shelly Yacobozzi, MPH, RN
(shelly.yacobozzi@va.gov) Educator/Designated Learning Officer Nurse
Erie VAMC
135 East 38th Street
Erie, PA 16504
Ph: 814.860.2114
Fax: 814.860.2425
She will direct you from there. You will need immunization records and a recent PPD (within 1 year)
4. Go to Erie VAMC (8 to 4:30, weekdays) to get fingerprinted. It will take about 2 weeks to get the results back. If you have them send a card and go to your local police department, it will take at least a month.
5. Once the fingerprints have been adjudicated, you will need to make an appointment to complete a two-hour orientation through the Erie VA Human Resources.
6. Keep in mind that you need to start your clinical rotation within 120 days of the day you were fingerprinted. If you want to do another rotation in a subsequent semester, there must be less than a 120 days break in service or else you must go get fingerprinted again.

CPR POLICY

All students are required to maintain certification in cardiopulmonary resuscitation (CPR) throughout the clinical nursing course work. Students will not be permitted to engage in clinical practice without proof of current CPR certification on file in the MSN Program Coordinator's office.

MALPRACTICE INSURANCE

All MSN students must have professional liability insurance that covers activities undertaken as part of their clinical experience during their educational program. Coverage must be at least \$1,000,000 for each incident and \$3,000,000 aggregate **and be in place before beginning the first clinical practicum (NURS 616)**. At the present time, many insurance companies offer this type of service and some home owners insurance policies provide for "riders" for such insurance. It is the responsibility of the student to determine if their company provides such coverage. The student must have a letter from the insurance carrier outlining his/her coverage on file in the MSN Program Coordinator's office. It is the student's responsibility to renew malpractice insurance, on a yearly basis, and provide the school with a copy of the current declaration sheet.

CRIMINAL CLEARANCE POLICY

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of criminal clearance and child abuse clearance of individuals working in these settings. The MSN program has agreements with several agencies that require clearance through the Act 34 form. The graduate program, therefore, obliges all MSN students completing practica in said agencies to file a “Request for Criminal Record Check” (Act 34) with the Pennsylvania State Police and/or a child abuse clearance (Act 151) with the Department of Public Welfare as required. Students will not be permitted in the designated practicum without a certified copy of the Criminal Record Form and /or the Pennsylvania Child Abuse History Clearance Form on file in the MSN program Coordinator’s office. Both forms can be found at the Pennsylvania Department of Public Welfare website:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

HIPAA

All students must complete a self-directed learning course to fulfill training requirements of the Health Insurance Portability and Accountability Act (HIPAA) before beginning clinical practica in UPMC facilities. Students must submit a signed and dated course completion form to be filed in the MSN Program Coordinator’s Office. Links to the course and form can be found in the MSN Forum.

HIV INFECTION POLICY—based on Clarion’s SONAH policy

Blood borne pathogen precautions:

The following policy is based upon the guidelines distributed by the Centers for Disease Control and Prevention, Public Health Service, and U.S. Department of Health and Human Services.

Consistent with the mission of Clarion’s School of Nursing and Allied Health, the MSN Program adopts a non-discriminatory stance in relation to admission and progression of students in the nursing program. Inquiry into HIV status is not part of student, faculty, or staff application processes. Students are informed of health hazards inherent in nursing education programs, including those that might pose additional risks to the personal health of HIV+ persons. Actual HIV infection, HIV-Related conditions, or AIDS does not alone constitute a basis for denial of admission or progression in the nursing programs. Rather, each case will be responded to on the basis of its particular facts.

As professional nurses, each student is expected to keep abreast of current information via the CDC Hotline (1-800-342-AIDS) or via the web at www.cdc.gov

Prevention of HIV Transmission

The School of Nursing and Allied Health follows the guidelines prepared by the Centers for Disease Control and Prevention (January, 1994; August 3, 2000). When the clinical agency in which the student is affiliating has a policy that is more restrictive than the standard precautions,

the student shall follow the institution's policy. If the agency policies do not reflect these standards or if no policy exists, the student shall adhere to the standard precautions given below.

Patient Care Compliance

Nursing students cannot refuse to follow standard precaution guidelines. Standard precautions will be implemented on ALL patients both in the inpatient and outpatient settings. Nursing students cannot refuse to care for those with HIV/AIDS disease.

Confidentiality

This policy adheres to the Confidentiality of HIV-Related Information Act (February 27, 1991) which protects individuals from inappropriate disclosure and subsequent misuse of confidential HIV-Related information. The confidentiality of HIV-related information will be protected, as is the case for all health-related information. Testing records are kept separate from academic or employment files.

Exposure

The standard precautions (see below) are designed to reduce the risk of disease transmission in the health care setting. Students, faculty or staff who believe themselves to be at risk for HIV antibody have an obligation to be tested and receive pre-post counseling. It is the individual's responsibility to pay for these health services.

Revision

This policy will be reviewed and revised annually in accordance with updated information dissemination by the Centers for Disease Control and Prevention.

Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

- Blood and most body fluids whether or not they contain blood
- Broken skin
- Mucous membranes

To reduce the risk of disease transmission in the health care setting, the School of Nursing and Allied Health required the use of the following Standard Precautions:

1. Wash hands immediately with soap and water before and after examining patients and after any contact with blood, body fluids, and contaminated items – whether or not gloves were worn. Soap containing an antimicrobial agent is recommended.
2. Wear clean, ordinary thin gloves anytime there is contact with blood, body fluids, mucous membrane, and broken skin. Change gloves between tasks or procedures on the same

patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.

3. Wear a mask, protective eyewear, and gown during any patient-care activity when splashes or sprays of body fluid are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.
5. Routinely clean and disinfect frequently touched surfaces.
6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.
7. Place a patient whose blood or body fluids are likely to contaminate surfaces or other patients in an isolation room or area.
8. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure. Use oral rather than injectable medications whenever possible.

When a specific diagnosis is made, find out how the disease is transmitted. Use precautions according to the transmission risk.

If airborne transmission:

1. Place the patient in an isolation room that is not air-conditioned or where air is not circulated to the rest of the health facility. Make sure the room has a door that can be closed.
2. Wear a HEPA or other biosafety mask when working with the patient and in the patient's room.
3. Limit movement of the patient from the room to other areas. Place a surgical mask on the patient who must be moved.

If droplet transmission:

1. Place the patient in an isolation room.
2. Wear a HEPA or other biosafety mask when working with the patient.
3. Limit movement of the patient from the room to other areas. If patient must be moved, place a surgical mask on the patient.

If contact transmission:

1. Place the patient in an isolation room and limit access.
2. Wear gloves during contact with patient and with infectious body fluids or contaminated items. Reinforce hand washing throughout the health care facility.
3. Wear two layers of protective clothing.
4. Limit movement of the patient from the room to other areas.

5. Avoid sharing equipment between patients. Designate equipment for each patient, if supplies allow. If sharing equipment is unavoidable, clean and disinfect it before use with the next patient.

Source: <http://www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/annex1.pdf>

REQUIREMENTS FOR ENROLLMENT IN CLINICAL COURSES SUMMARY

In order to participate in clinical site course work, students must keep the following items current and on file in the MSN Program Coordinator's office:

- License to practice as a registered nurse in the state in which student will do clinical practica
- Verification of Professional Liability Insurance showing coverage of at least \$1,000,000 for each incident and \$3,000,000 aggregate
- CPR certification
- Completion of any health requirements or clearance dictated by the clinical agency (all fees assumed by student).

RESEARCH IN THE MSN PROGRAM

Completion of a scholarly project is expected of every graduate student in the MSN program. This can take two forms: a group thesis, carried out by 2-3 students, or an individual thesis, carried out by one student only. Both are completed with the advice and consultation of the project advisor and project committee. Details on procedures related to the research process, including registration for NURS 800, can be found in the *MSN Thesis Research Manual*, which can be accessed in the MSN Forum in D2L.

GENERAL INFORMATION

STUDENT CIVILITY GUIDELINES

Students are always free to express opinions publicly and privately by orderly means that do not disrupt the regular and essential operation of the universities. Students in the MSN Program are given an opportunity to openly discuss program-related issues in an online discussion board located in the Desire2Learn MSN Forum. Participation in the MSN Forum affirms these First Amendment rights of students' freedom of expression. Faculty ask, however, that students refrain from the following:

- Anonymous postings
- Use of indecent or offensive language
- Blatant disregard for authority
- Violation of published student rights and responsibilities at either university

Above all, students are expected to respect the rights, dignity, and worth of every person as well as exemplify the mission, philosophy, and values of the MSN Program.

Students with individual concerns and course-related grievances are encouraged to contact the involved parties first or file a formal grievance according to the Students' Rights policy (see Student Policies in this handbook).

Within the classroom, whether virtual, face-to-face, or in a clinical setting, students are expected to demonstrate the same civil behavior. Students may refer to the following resources for further guidance:

Netiquette by Virginia Shea (1994): <http://www.albion.com/netiquette/book/index.html>

Netiquette: E-guides on Social Interaction and Communicating Electronically:
<http://www.studygs.net/netiquette.htm>

SOCIAL EQUITY EDUCATION AND EMPLOYMENT OPPORTUNITY STATEMENT

Clarion University of Pennsylvania is committed to equal employment and equal educational opportunities for all qualified individuals regardless of race, color, sex, religion, national origin, affectional or sexual orientation, age, disability, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other pertinent state and federal laws and regulations

DISTANCE EDUCATION IN THE MSN PROGRAM

The MSN Program uses technology extensively to make the program more accessible to students. With the exception of skill labs for NURS 615/616: Advanced Health Assessment, workshops for learning procedures (e.g., suturing), and clinical practica, courses are web-based, using Desire2Learn (D2L), an online learning environment accessible from any computer with an internet connection. Faculty opting to offer synchronous class sessions using desktop conferencing will announce class times in advance and archive sessions for those students unable to attend due to work or other obligations. Faculty are sensitive to accessibility issues in rural areas. D2L technical requirements can be found at: <http://www.clarion.edu/173562/>

In addition, the following are required:

- Anti-virus software. McAfee anti-virus software is available without charge for enrolled Clarion students through a license agreement:
<http://www.clarion.edu/43307/>
- Microsoft Office 2000 Professional or Microsoft Office XP Professional or Microsoft Office for Macintosh

To access Desire2Learn and login go to: <http://www.clarion.edu/d2l>

WEB REGISTRATION PROCEDURES

Students in the MSN Program are responsible for reviewing the relevant sections of the university catalog, consulting with their assigned academic advisor during the period of

advisement, and monitoring their academic progress to ensure that every course scheduled will fulfill respective degree requirements. The university retains the right to remove students from any courses for which they are not academically qualified or lack the required co-requisite and/or prerequisite courses. Instructions for online registration can be found at Clarion's Student One Stop (SOS):

<http://www.clarion.edu/253/>

PROGRAM ANNOUNCEMENTS

The main route for MSN Program announcements is via the MSN-L listserv, administered through Clarion University and moderated by the MSN Program Coordinator. New students are provided with instructions on subscribing to the listserv and may continue to be subscribed upon graduation. Select announcements are posted at Clarion University-Venango Campus, the Pittsburgh Campus, and Edinboro University. Other information is transmitted through class e-mail, class announcements, and individual mailings.

Using the MSN-L LISTSERV E-mail Account

A LIST SERV E-mail account has been established through Clarion University Computing Services for all MSN students. MSN-L is the name of this LISTSERV account.

Please note: this LISTSERV is not to be used for sending private messages to individuals, but instead, it is a mechanism for sending messages to all members of the MSN-L simultaneously.

* * To subscribe to this list from a Clarion University e-mail account, send mail to Listserv as follows:

```
MAIL> send
To: listserv
Subj:
Enter your message below
SUBSCRIBE MSN-L
```

** To subscribe from an off-campus Non-Clarion University e-mail account, send mail to Listserv as follows:

```
MAIL> send
To: listserv@listserv.clarion.edu
Subj:
Enter your message below.
SUBSCRIBE MSN-L FirstName LastName
```

** To signoff this list from a Clarion University e-mail account, send mail to Listserv as follows:

```
MAIL> send
To: listserv
Subj:
Enter your message below.
SIGNOFF MSN-L
```

** To signoff this list from an off-campus Non-Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj:

Enter your message below.

SIGNOFF MSN-L

Any questions should be referred to: Clarion University Graduate Studies at (814) 393-2337

Please note: When responding to an MSN-L message, remember that hitting “reply” sends your message to the entire listserv!!

LIBRARY SERVICES

Edinboro and Clarion University Libraries are accessible to distance students via a variety of online resources, including tutorials re: how to conduct searches and request materials. Students are also welcome to visit any of the campus libraries in person.

Students may access each library’s catalog from the home through the Libraries’ home pages.

The Clarion University Libraries home page can be found at: <http://www.clarion.edu/395/>

The Edinboro University Library home page can be found at:

<http://www.edinboro.edu/departments/library/>

Specific information for distance education students can be found:

For Clarion: <http://www.clarion.edu/12781/>

For Edinboro:

http://www.edinboro.edu/departments/library/services/Distance_Education.dot

From the library home pages, students are directed to various links such as library information, the online library catalog, online journals, reference web sites, databases, as well as the interlibrary loan service, and other academic links. To search a database you will need to login with your username/password. Select either Clarion or Edinboro from the drop-down list of institutions and then enter the username and password you use to access your campus email account.

All students have automatic access to Clarion University’s digital databases when they are registered for classes. Students not attending classes out of Edinboro University but wishing to use their online database may need to specifically request to be added to their library system.

Requests for interlibrary loans can be placed from Clarion or Edinboro Universities Libraries’ home pages. Students should request interlibrary loans from the campus affiliated with their faculty advisor.

ACADEMIC CALENDARS

In most aspects the calendars of both universities are the same. The Pennsylvania State System of Higher Education Universities has agreed to the same start and end dates of semesters. However, there are differences for holidays and reading days. When there are differences in breaks, students will follow the class schedule of the university which employs the faculty member teaching his/her course. Academic calendars and class schedules are printed in Clarion and Edinboro Universities' semester class schedule, posted on bulletin boards at each university, and mailed to each MSN student. Academic calendars are also found on each university's website

CLASS CANCELLATION NOTIFICATION POLICY

Clarion University

Information concerning class cancellation at Clarion and Venango-Campus may be obtained by dialing (814) 676-6591, ext 1200. A recorded message will apprise the caller of the status of class sessions. The message is updated as is necessary according to conditions affecting class meetings. Announcements of closure of university classes will be broadcast over local television and radio stations. Television stations in Pittsburgh will also list class closure for Clarion University.

Edinboro University

Information concerning class cancellation at Edinboro Campus may be obtained by dialing (814) 732-2676. This "Emergency Hotline" informs outside callers of the cancellation of classes. Also, any student enrolled at Edinboro University will also receive an e-mail message providing further information of the status of class sessions. Announcements will also be broadcast over local television and radio stations.

FINANCIAL AID AVAILABLE FOR MSN STUDENTS

Admission to a graduate program does not include financial support. Information about financial assistance available to graduate students may be obtained by contacting the Financial Aid Office at Clarion University (814-393-2315) or by visiting:

<http://www.clarion.edu/1022/>

In addition, scholarships often become available intermittently. Many, if not all, include financial need documentation as part of their criteria. It is recommended that upon admission, all students fill out a FAFSA form documenting unmet financial need. This form can be obtained at financial aid offices at either university, but should be submitted to Clarion's financial aid office. Scholarship information can also be found at the following websites, as well as being posted via the MSN-L listserv or in the MSN Forum as information becomes known:

Clarion University: <http://www.clarion.edu/admiss/scholarships.shtml>

Edinboro University: http://www.edinboro.edu/departments/development/scholarship_listings.dot
Contact the nursing departments and graduate offices at each university for graduate assistantship and scholarship information.

MAINTENANCE OF STUDENT EDUCATION AND FINANCIAL RECORDS

Each university within the State System has an Academic Affairs division that provides the structure and governance for all academic programs (undergraduate and graduate) within the university. In conjunction with the academic colleges in which programs are housed, graduate programs at Clarion University are administered through the Office of Research and Graduate Studies and those at Edinboro University through the School of Graduate Studies and Research.

The MSN program is a jointly offered program that permits the universities to share faculty, material resources, libraries, facilities, and equipment. In order to facilitate the logistics of operating a joint program, an administrative site is designated every five years. Clarion University, currently functioning as the administrative site, handles all the administrative aspects of admission of students, student accounts (billing), financial aid, registration, etc. In addition, Clarion collects all fees related to admission, registration, and graduation.

GRADUATE ASSISTANTSHIPS

Clarion University

Each year a limited number of graduate assistantships are awarded to graduate students admitted with regular full admission status to a graduate program. Graduate assistants work 10 or 20 hours per week in assignments related to academic programs or university-wide service. They are paid an hourly stipend and receive a 50% tuition waiver for a 10-hour assistantship or a 20-hour assistantship. Students are required to pay full tuition beyond 9 credits per semester. There are no summer assistantships. Assistantships are available on the main campus of Clarion University and on the Venango Campus in Oil City, PA.

Graduate assistants must take at least 6 credits of course work per semester, perform assigned duties in a satisfactory manner, and remain in good academic standing.

Students wishing to apply for a graduate assistantship should complete the Application for Position of Graduate Assistant form available at <http://www.clarion.edu/18636/> and submit with it with their application to graduate study.

The Division of Graduate Studies also offers Frederick Douglass Assistantships to graduates of Historically Black Colleges and Universities (HBCU). Graduate assistantship includes a stipend and tuition waiver.

Edinboro University

A number of Graduate Assistantships are available each year and are awarded by the School of Graduate Studies and Research. Eligibility for an Assistantship includes acceptance into a

graduate program, enrollment for full-time study, and acceptance by the director of the office assigned.

Effective with the Fall 2011 semester, full-time graduate assistantships will only cover 9 credits towards tuition per semester. If a GA enrolls in more than 9 credits (15 credits a semester is the maximum a GA can schedule) they must cover additional tuition costs at their own expense. Full-time Graduate Assistantships include a stipend and 270 hours of work per semester. Half-time Graduate Assistantships include a remission of one-half of course tuition, a stipend, and 135 hours of work per semester.

Assistantships in residential life also include a waiver of charges for a private room in the residence hall and a telephone. A limited number of prorated Assistantships are available for the summer. Applications can be obtained from the Office of Graduate Studies or online at http://www.edinboro.edu/departments/graduate_studies/graduate_assistantships/

PARKING REGULATIONS

Students enrolled in the MSN program are eligible for parking privileges at both universities.

Clarion University

In order to secure a parking permit, please write to Clarion University Public Safety, Thorn I Bldg., 840 Wood Street, Clarion, PA 16214 or call 814-393-2111 to obtain a form to apply for a permit. Alternatively, an application can be obtained online, for Clarion campus at <http://www.clarion.edu/100581/> and for Venango campus at <http://www.clarion.edu/182034/> The cost of the permit will be added to your tuition bill from Clarion University. Registration of student vehicles at Clarion University is required for parking on weekdays before 4:30 pm. Parking regulations (e.g., ticketing policy) for Clarion can be accessed at: <http://www.clarion.edu/4260/>

Edinboro University

Registration of student vehicles at Edinboro University can be completed online at <https://secure.edinboro.edu/EVR/VehReg.pl> or in person through the Edinboro University Police Department located in Earley Hall or by phone at 814-732-2921. If a permit has already been obtained through Clarion University an additional \$1.00 will be charged for the permit. Registration of student vehicles at Edinboro University is required for parking on weekdays before 5 pm.

Parking regulations for Edinboro University can be accessed at: <http://www.edinboro.edu/departments/police/ParkingRegulations.pdf>

EVALUATIONS FOR THE PROGRAM

Throughout the program students will be asked to evaluate courses and faculty. Students are expected to use these opportunities to provide *constructive* criticism. The intent of the

evaluations is to provide valuable feedback for the planning and revising of the curriculum, teaching strategies, and other factors that would enhance the learning experience. These evaluations are completed anonymously and will be made available to students online.

In addition, at one and three years after graduation, students will be asked to participate in the graduate and employer survey process, which is facilitated by the MSN Program Coordinator as follows:

Follow-up Procedures

1. One and three years after graduation, two survey forms, a Graduate Survey and Employer Survey, will be sent, or be made available electronically, to all program graduates. Both forms can be found in the MSN Forum.
2. A cover letter will accompany each follow-up survey explaining its objectives and instructions to graduates to complete the Graduate Survey and hand deliver the Employer Survey to their current employer.
3. A pre-addressed stamped envelope will be included with each follow-up form to encourage responses.

The returned follow-up surveys will be reviewed by the MSN faculty and results posted in the Desire2Learn MSN Forum

OFFICIAL TRANSCRIPT ACQUISITION

Official transcripts are maintained in the Office of the Registrar. In order to protect students' privacy rights, we must receive a signed, written request before releasing transcripts. Transcript requests may NOT be requested by phone or email.

Transcripts can be requested in person in the Office of the Registrar, 122 Carrier Administration. In most cases, transcripts can be taken with you. Transcripts may also be ordered by mailing or faxing a written request. Requests by fax should be sent to (814) 393-2039 (please do not include a coversheet). Requests by mail should be sent to:

Clarion University of PA
Registrar's Office
840 Wood Street
Clarion, PA 16214

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery. Electronic transcript delivery is a new delivery method Clarion is offering via eSCRIP-SAFE. Transcripts to institutions that are participating in the eSCRIP-SAFE network will be delivered electronically. To see a list of institutions that we can send electronic transcripts to, view the network membership list at <http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx> If the institution is not on this list or if you would like your

transcript sent to an individual, please provide the name and email address of the recipient and we will deliver it electronically through eSCRIP-SAFE's out of network service. **This service is ONLY available for students who attended Fall 1999 to present.**

You can request transcripts using the Transcript Request Form available at <http://www.clarion.edu/15768.pdf> or by mailing or faxing a written request which includes the following information:

- full name, the name under which you attended (and any name changes since)
- Clarion ID or social security number
- dates of attendance or graduation
- daytime telephone number
- current address
- complete mailing address where transcript should be sent (specify department or person to whom transcript should be addressed)
- transcripts CANNOT BE FAXED OR EMAILED, if the transcript is being sent directly to you to forward to a third party, please indicate if you would like it sent in a sealed envelope
- your signature (transcripts CANNOT be processed without signature)

No fee is required with your request; therefore, there is a limit of THREE (3) TRANSCRIPTS PER REQUEST AND ONLY ONE REQUEST PER DAY. Multiple daily requests will not be honored or held.

Official transcript request forms are also available online at <http://www.clarion.edu/5764/>

STUDENT ORGANIZATIONS

STUDENT REPRESENTATION AT FACULTY MEETINGS

Graduate nursing student representation at meetings of the Graduate Faculty Organization is expected and stated in the by-laws of that organization as follows:

- Article IV-Membership - One graduate nursing student elected by the student body or volunteering from the student body also are members. When one or more of the program's graduate assistant is/are MSN students, they shall be appointed to be the student body and/or standing committee representatives. When there is no student representative, the Chairperson shall poll the student body via the MSN-L listserv for concerns, questions, and recommendations before each MSN meeting.
- Article VIII-Standing Committees, (Section d) – Membership of Standing Committees:
 1. The Graduate Student/Graduate Faculty Coordinating Committee shall have two graduate nursing faculty, one from each university, and one graduate nursing student volunteering from the student body.

2. The Graduate Program Resource Committee shall have two faculty, one from each university, and one graduate nursing student volunteering from the student body.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau is the international honor society of nursing. Both Clarion and Edinboro Universities have chapters in this prestigious organization. Member benefits include networking, conferences, publications, scholarships, and grant opportunities, among others (see www.nursingsociety.org)

Any student who is not already a member may contact a Chapter counselor once they meet the membership criteria.

Application for Induction to Honor Society

- Graduate students must have completed one fourth of the MSN Curriculum, at least one clinical course and have a QPA of 3.5 or above.
- Candidate must complete a Membership Intent Form.
- Indicate on your intent form the graduate nursing courses you have completed.
- Attach updated vitae.
- Indicate if you are already a member of Sigma Theta Tau and want to transfer or hold dual membership.

Two letters of endorsement are required. At least one of the two endorsers is required to be a member of the nursing faculty and at least one of the two endorsers is required to hold active membership in Sigma Theta Tau International. Submit your completed application by the designated date. Please mail your application along with all required paperwork to the chapter of your choice.

Mu Xi Chapter (Clarion University): 814- 676-6591- Venango Campus; 412-578-5239 -CUP, Pittsburgh site

Nu Theta Chapter (Edinboro University): 814-732-2619

PHI KAPPA PHI

Phi Kappa Phi is an all-discipline honor society with a chapter at Clarion University. Membership is by invitation only. Benefits of membership include networking and scholarship opportunities. To learn more about this organization, visit their website at:

<http://www.phikappaphi.org/Web/AboutPKP/index.html>

AMERICAN ACADEMY OF NURSE PRACTITIONERS

The American Academy of Nurse Practitioners (AANP) was the first national organization to represent nurse practitioners. Member benefits include networking, conferences, continuing education opportunities, publications, and a reduced rate on the AANP national certifying exam.

Any student currently enrolled in an NP program qualifies for membership in the AANP. Student membership rates are approximately half of full membership but with all rights of membership. Students will be asked to provide proof of enrollment to qualify. Visit their website for more information: <http://www.aanp.org>

PENNSYLVANIA COALITION OF NURSE PRACTITIONERS

The Pennsylvania Coalition of Nurse Practitioners (PCNP) is the organization in the Commonwealth of Pennsylvania that represents nurse practitioners through regional chapters. The Northwest Pennsylvania Nurse Practitioner Association serves Erie and surrounding areas; the Nurse Practitioner Association of Southwest Pennsylvania serves Allegheny and surrounding counties.

Students are encouraged to join the organization and are offered a discounted membership rate. Each May the organization recognizes two outstanding graduating students and honors them at the Annual Meeting. Students are also encouraged to frequent the PCNP website (www.pacnp.org/) for current news re: nurse practitioners and to subscribe to the PACNP listserv.

APPENDICES

Appendix A

STEPS IN OBTAINING LEGAL CERTIFICATION AND PRESCRIPTIVE AUTHORITY IN PENNSYLVANIA

These are the steps you will need to follow to obtain legal certification in Pennsylvania. If you plan to practice in another state, you will need to become familiar with their rules and regulations.

1. Complete Curriculum! Neither national certification organization, AANP nor ANCC, will allow you to take the exam without first having completed your MSN program. AANP will allow you to begin the application process before you finish, but you may not take the exam without an official transcript stating that you have completed the program. ANCC requires you to fill in our program number on their form. (Our number is 2493).
2. Apply to the national certification organization of your choice and complete the application process. The ANCC exam requires the coordinator's signature. The AANP exam does not.
3. Take exam and have results sent to the Pennsylvania State Board of Nursing.
4. Once you know that you have passed the exam, complete the state board forms for legal certification (CRNP).
5. Email the MSN Program Coordinator to make arrangements to sign the form that verifies your program completion (dciesielka@clarion.edu). She is able to access this online and will forward it to the Registrar's Office for the school seal. The Registrar's Office will mail the signed and sealed form to the SBON. The SBON will only accept forms mailed to them directly from the school. You are responsible for mailing all other documents/fees.

** You must have a valid RN license in order to apply for CRNP certification. The name on your CRNP application must be exactly the same as on your RN license. Please be aware that a faxed form will not be accepted by the SBON.

6. Once you have your CRNP number you may apply for prescriptive authority, which involves getting a signed collaborative agreement with your NP employer and verification of successful completion of 45 hours of pharmacology. To make things easier for you, the MSN Program Coordinator will automatically complete and mail this for to the Registrar at the same time she sends the verification of program completion form. You are responsible for mailing all other documents/fees.

*Helpful Hint: Keep your collaborative agreement as broad as possible

Please review the [Pennsylvania State Board of Nursing](http://www.portal.state.pa.us/portal/server.pt/community/state_board_of_nursing/12515/licensure_information/572048#forms) website for up to date information. Their phone number is 717-783-7142

All forms can be found at:

http://www.portal.state.pa.us/portal/server.pt/community/state_board_of_nursing/12515/licensure_information/572048#forms

APPENDIX B

GRADUATE FACULTY

Colleen Barrett, DNP, FNP

(Edinboro University)

Dr. Barrett holds a BSN from Edinboro University, MSN from the University of Pittsburgh, and DNP from Robert Morris University. She is a certified family nurse practitioner with experience in acute care, pulmonary, internal medicine, and family practice. Her research interest is in preventative health care, with an emphasis on immunizations.

Dorothy Carlson, DEd, RN

(Edinboro University)

Dr. Carlson holds a Bachelor of Science degree in nursing from Villa Maria, MSN from Edinboro, and Doctor of Education from Penn State. Her specialty training is in medical surgical nursing. She is published in the *Journal of Emergency Nursing* on how to critique and use research in practice.

Debbie Ciesielka, DEd, CRNP, ANP-BC

(Clarion University)

Dr. Ciesielka is the current MSN Program Coordinator. She is a graduate of Indiana University of Pennsylvania with a Bachelor of Science degree in natural sciences, a Bachelor of Science degree in nursing, and Doctor of Education in leadership and administration. Her MSN in Adult Primary Health Care Nursing is from the University of Pittsburgh. She maintains a clinical practice as an adult nurse practitioner at an inner city ambulatory care clinic. Her special interests are nursing history, online teaching, and adult and pediatric ENT, allergy, and asthma.

Andrew Grimone, Pharm.D.

(Clarion University)

Dr. Grimone is employed as a part-time temporary faculty member each spring term to teach NURS 602, Pharmacologic Application. Dr. Grimone is currently a Clinical Pharmacology Specialist in Internal Medicine and Infectious Diseases at St. Vincent Health Center in Erie, PA. He graduated Magna cum Laude from the University of Pittsburgh School of Pharmacy.

Debra Kubinski, PhD, RN, CNE

(Edinboro University)

Dr. Kubinski received her BSN from the University of Pittsburgh, MSN from Edinboro University, and PhD from Duquesne University. Her specialty focus is medical surgical nursing. She is certified by the NLN as a nurse educator.

Amy McClune, PhD, MSN, BSN

(Edinboro University)

Dr. McClune received both her BSN and MSN degrees from Edinboro University. She completed her PhD at the University of Pittsburgh School of Nursing. Her doctoral work focused on comfort theory and quality of life. She is currently an Assistant Professor of Nursing at Edinboro University. Dr. McClune has broad experience in critical care, neurosurgery, pediatrics, and orthopedics holding positions from staff nurse to outcomes manager and nursing excellence coordinator. Her research interests include comfort theory, measurement, and data analysis.

Patricia L. Nosel, MSN, RN

(Edinboro University)

Ms. Nosel is currently Chair of the Nursing Department at Edinboro University of PA. She earned her Baccalaureate Degree in Nursing from Indiana University of PA and her Masters of Nursing with a concentration in nursing of children from the University of Pittsburgh. She is currently enrolled in the D Ed. Program in Administration and Leadership Studies at Indiana University of Pennsylvania. Her research interests include end of life care, the BSN as an entry to practice, and the educational and socialization needs of the non-traditional nursing student.

Lorraine Reiser, PhD, FNP-C

(Clarion University)

Dr. Reiser holds a BS in biology from Penn State, BSN from Albright College, MSN from Villanova, and PhD from the University of Pittsburgh. Her research interests are in health promotion, adolescent wellness, and diabetes prevention. She is actively involved nationally and continues to practice as a family nurse practitioner.

Lana Smith, MSN, FNP

(Clarion University)

Ms. Smith is the chair of the department of nursing at Clarion. She completed her BSN at Edinboro University and MSN as a family nurse practitioner at La Roche. She is currently completing her PhD in leadership studies at Indiana University of Pennsylvania. She continues to practice as a family nurse practitioner.

Catherine Stiller, PhD, RN

(Edinboro University)

Dr. Stiller completed her BSN and MSN degrees at Edinboro University and PhD at Case Western University in 2006. Her specialty focus is medical-surgical nursing with research interest in pain, alternative therapies, energy therapies, and chronicity. She is a therapeutic touch practitioner and craniosacral therapist

Thomas White, DEd, FNP

(Edinboro University)

Dr. White holds earned his BSN and MSN degrees from Edinboro University and DEd from Indiana University of Pennsylvania. He holds certification as an emergency nurse (ENA) and family nurse practitioner (ANCC). He maintains clinical practice as a nurse practitioner in emergency medicine as well as in family practice.

APPENDIX C

ACADEMIC INTEGRITY PLEDGE

As professional nurses we are held to the provisions of the *Code of Ethics for Nurses* (ANA, 2005) adopted by the American Nurses Association in 2001. Provisions of the *Code* address privacy, confidentiality, responsibility, moral virtue, values, and social reform, among others. More importantly, the *Code* calls for nurses to not “act in a way that is inconsistent with the values of ethics of the profession” (ANA, 2005, Provision 5.4).

Faculty of the Clarion and Edinboro Universities MSN Programs look to the *Code of Ethics for Nurses* to inform the program policy for academic integrity. Advanced practice nursing students in the program are expected to adhere to values consistent with the profession of nursing by:

- Submitting only original work
- Properly citing sources (e.g., crediting original authors for their ideas, enclosing exact words in quotation marks)
- Not falsifying data
- Not cheating on examinations or quizzes

Plagiarism, the act of misrepresenting someone else’s words or ideas as one’s own, and other violations of academic integrity will be handled through individual faculty members’ university judicial system. As students in a joint program, the following resources further guide behavior and define potential consequences

Edinboro University—Student Code of Conduct:

http://www.edinboro.edu/departments/judicial/code_of_conduct.dot

Clarion University—Academic Honesty Policy: <http://www.clarion.edu/51642/>

Pledge:

I have read and understood the above statement and agree to abide by the standards of academic integrity of Clarion and Edinboro Universities.

Signature

Date

Printed Name

Reference: American Nurses Association [ANA]. (2005). *Code of ethics*. Retrieved from http://nursingworld.org/ethics/code/protected_nwcoe813.htm