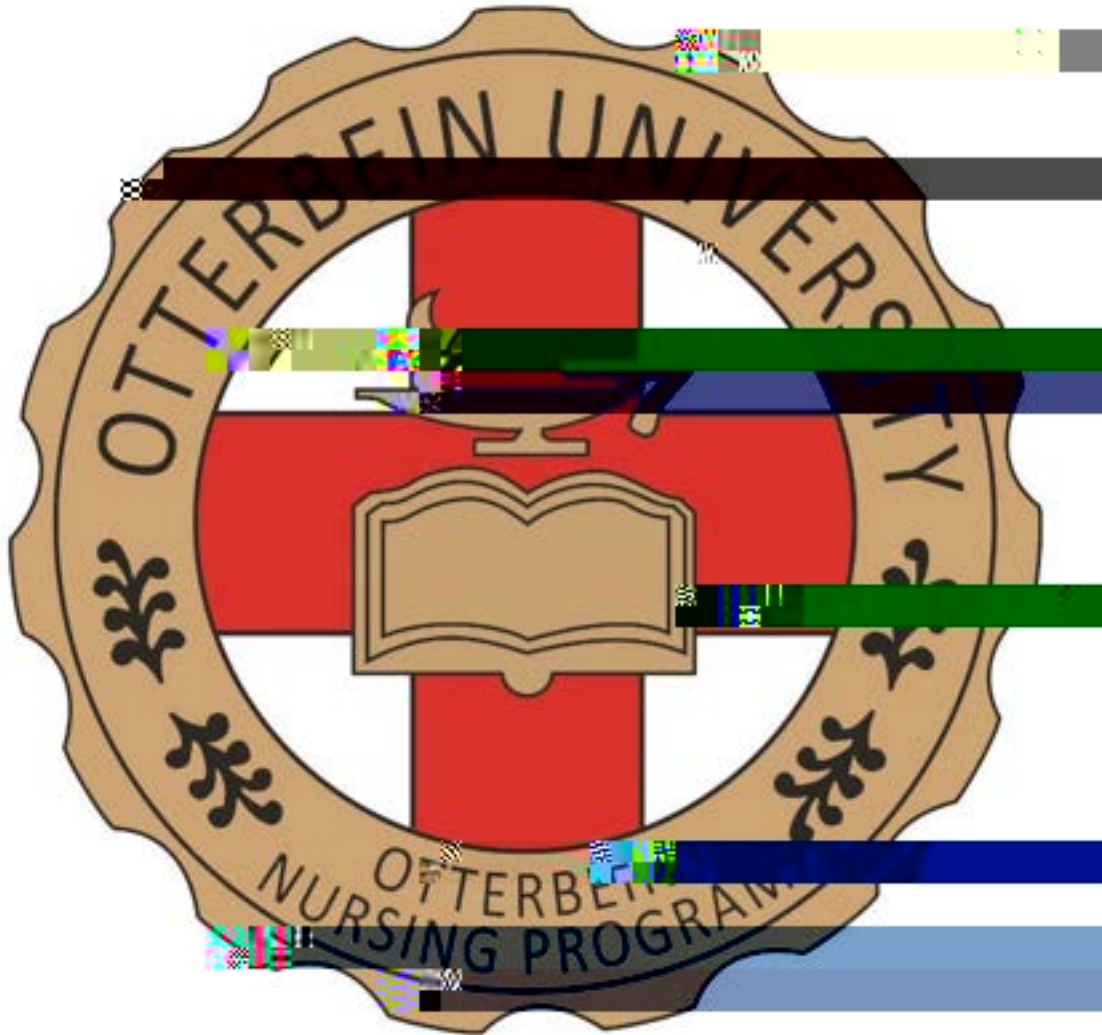


Graduate Nursing Student Handbook 2023-2024



Otterbein University Graduate Studies in Nursing

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Rev. 09/05/2023

the writing of business plans, which will allow graduates to be full partners with other health care professionals in redesigning health care.

PURPOSE OF THE MASTER OF SCIENCE IN NURSING DEGREE

The Master of Science in Nursing (MSN) degree recognizes the achievement of academic preparation for advanced practice nursing as a nurse practitioner, as long as the law allows.

HOLISTIC CARING TAPESTRY

Otterbein Nursing's Holistic Caring Tapestry comprises six components that are interdependent and interwoven into an educational framework for the graduate program which integrates the mission, values, and purpose of the program.

Commitment:

- x Dedication
- x Quality & Safe Care
- x Inquiring & Questioning
- x EvidenceBased Practice
- x Continuous Professional Development
- x Present & Future Orientation
- x Global Health

Compassion:

- x Service
- x Sensitivity& Empathy
- x Human Dignity
- x Embracing Diversity

Conscience:

- x Altruism
- x Advocacy
- x Autonomy
- x Accountability
- x Integrity & Honesty
- x Political Activism
- x Social Justice

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ACCREDITATIONS

CCNE STATEMENT

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and postgraduate APRN certificate program at Otterbein University are accredited by the Commission on Collegiate Nursing Education (<http://www.cconeaccreditation.org>)

COA STATEMENT

The Nurse Anesthesia program is accredited by the Council on Accreditation (COA) of Nurse Anesthesia Educational Programs, 222 South Prospect Avenue, Park Ridge, IL, 60068-4001. The telephone number is 847-692-7050.

UNIVERSITY ACCREDITATION

Otterbein University holds regional accreditation from The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (800-621-7440; ncaahlc.org).

Otterbein University is authorized to offer Baccalaureate, Masters and the Doctor of Nursing Practice degrees by the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215 (614-466-6000; ohiohighered.org).

Doctor of Nursing Practice degree. All BSN-to-DNP majors begin summer semester and courses are offered only once each academic year (Summer, Fall, or Spring).

For students in the nurse practitioner majors (FNP and PMHNP), the requirements for the Master of Science in Nursing degree are met, students earn the MSN degree. Prior to completing requirements for the DNP degree, they are eligible to sit for a national board certification exam in their major and, if the laws of the state in which they intend to practice apply to their state Board of Nursing for licensure to practice. They then are licensed to practice at the advanced level and work as a, wjorel5 (th)5 (e)14.c2.6 (h)

extension of the time limit. Petitions requesting a DNP hiatus or an extension of the time limit may be submitted to the Department of Nursing Curriculum Committee or email to the Department of Nursing

end of the first enrolled semester. Master's Degree to DNP students with 700 or more hours of supervised practice hours earned past the bachelor's degree are expected to complete a minimum of 300 hours in a DNP curriculum at Otterbein University

For all students requiring Doctoral Clinical Practice Hours in addition to their earned supervised practice hours, a plan to obtain hours will be individually developed in collaboration with Otterbein personnel. Although some hours are included in specific courses, most hours will be completed during the project implementation and evaluation phases in the last year of study. Doctoral Clinical Practice Hours are individualized for each student, and may take a variety of forms, from direct patient care to analysis of organizational needs. Examples include such experiences as continuing education focused on increasing student knowledge related to the project; clinical practice experiences with a preceptor; experiences with a legislator; an internship related to health policy and others. Although practice hours may occur in the student's workplace, the focus of the Doctoral Clinical Practice Hours must be beyond the student's current employment job duties

Prior to beginning the Doctoral Clinical Practice Hours, if any health requirements must be current. They may not be allowed to expire during the term. A Preceptor Arrangement Form must be completed for each preceptor and submitted along with a copy of the preceptor's resume to Department of Nursing office. The preceptor, placement, and goals of the experience must be approved by the student's academic advisor and the Department of Nursing prior to the student initiating Doctoral Clinical Practice Hours. Preceptors serve as an extension of faculty and assist in providing student learning opportunities and evaluation (See Policy: Preceptor).

Practice hours will be documented in a systematic format that will be maintained on the student's e-portfolio site as the DNP Clinical Practice Hours Log. The DNP Clinical Practice Hours Log includes:

- Goal of the experience and objectives
- Essential or course objectives
- Preceptor
- Date
- Outcome and reflection of experience
- Hours achieved for that experience & cumulative hours

HEALTH REQUIREMENTS.

Students may not participate in any practice hours unless all health requirements are current and on file in the Department of Nursing. These requirements are due before the first day of class.

All health requirements are submitted through an automated collection system. Students receive instructions for submitting health requirements upon admission and are responsible for keeping all requirements current.

REQUIRED EPORTFOLIO.

All students are responsible for completing an e-portfolio documenting their academic and practice path using the DNP Template Digitization accessible from the Otterbein University web presence. Information regarding creating the e-portfolio will be covered at orientation or early in the curriculum. The portfolio is a compilation of work completed by each student that demonstrates a synthesis of doctoral-level competencies. The e-portfolio is structured using the Essential DNP Curriculum Objectives as a framework and students will add artifacts from course work into the e-portfolio throughout the curriculum. The portfolio will also include the student professional resume, and reflections on how experiences in the DNP curriculum have facilitated meeting the DNP Curriculum Objectives and other major specific artifacts. The final reflection includes a synthesis of the achievement of the DNP Curriculum Objectives as operationalized into the student's professional life and the impact on future directions.

DNP FINAL SCHOLARLY PROJECT

The DNP Final Scholarly Project is an evidence-based project that demonstrates synthesis of use of scientific nursing research, leadership, critical thinking, and practice as an advanced practice nurse or nurse executive. The project will be a faculty-guided scholarly process that demonstrates a systematic approach to change, knowledge development, and outcomes evaluation, and addresses identified needs of a group, population, or community. Projects may take a variety of forms but must clearly exemplify critical thinking at the doctoral level and appropriate use of scholarly methods for future transformation of nursing practice. Project outcomes will be disseminated within the professional community demonstrating high standards of professional communication.

DNP Final Scholarly Projects will be based on The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006) and if applicable, the Recommended Criteria for NP Scholarly Projects in the Practice Doctorate Program (NONPF, 2007), the Standards for Accreditation of Nurse Anesthesia Programs: Practice Doctorate (COA, 2022), and/or Scholarly Work for Practice Doctorate Nurse Anesthesia Programs: Current State and Guidance (COA, 2019). Examples of Otterbein DNP Final Scholarly Projects are available from the Digital Commons @ Otterbein through the Courtright (a)2 (t)-2.6 (e) TT /TT

applying for licensure. If the Advanced Pharmacology of record is older than 5 years, then the student is required to take Advanced Pharmacology prior to starting courses in the certificate's major.

TIME LIMIT FOR COMPLETION OF POST-GRADUATE CERTIFICATE.


After a student has been admitted to a Postgraduate Certificate major, continuous progress toward completion of the certificate is expected. The time limit for completion of the certificate is three (3) years and is computed from the first date credit is recorded on the University transcript until the certificate requirements are completed. All students may petition for an extension of the time limit. Petitions requesting an extension of the time limit may be submitted to the Department of Nursing Curriculum Committee via email to the Department of Nursing. Extensions may be considered: (1) if any unusual circumstances beyond the control of the student caused failure to meet the time limit policy, and (2) contingent on space available in the current class.

HEALTH REQUIREMENTS.

CURRICULUM OBJECTIVES.

Upon completion of the Family Nurse Practitioner Post-Graduate Certificate student will:

1. Synthesize theories and research from the physical and behavioral sciences relevant to primary care advanced nursing practice.
2. Incorporate a caring framework in applying the nursing process with healthy families and those with acute or chronic problems.
3. Perform comprehensive health assessments utilizing a research practice, principles of problem oriented data collection, concepts of epidemiology, therapeutic communication, history skills, techniques of assessment and pertinent diagnostic data.
4. Interpret data to identify excess, norms and deficits of individuals in a variety of health care settings.
5. Perform holistic, continuous, comprehensive and individualized primary health care to clients and families that includes anticipatory guidance appropriate for age/developmental stage through the health/illness continuum.
6. Demonstrate critical thinking and diagnostic reasoning skills in clinical decision making with attention to safety, cost, invasiveness, simplicity, acceptability and efficacy.
7. Implement primary care management strategies with acute and chronic needs and problems.
8. Evaluate one's own performance in the independent, collaborative and multifaceted aspects of the advanced practice nursing role in primary care.
9. Examine the legal, political, ethical, financial and professional aspects of the nurse practitioner role.

FNP: Post-Graduate Certificate			
<p>Note: If student does not have the 3Ps (Adv Patho, Adv Pharm, & Adv Physical Assessment), they must be completed prior to beginning the certificate program. For first licensure in Ohio with prescriptive authority, Adv Pharm must be completed within five years of application for licensure.</p>			
			
2 YEARS			
	SUMMER	FALL	SPRING
YEAR 1	6810 Advanced Pathophysiology for the Advanced Practice Nurse (3) Hybrid	6820 Advanced Pharmacology for the Advanced Practice Nurse (3) Hybrid	7510 Health Promotion for the Family Nurse Practitioner (3) Online
YEAR 2	7520 Procedures, Skills, & Prescribing for the Family Nurse Practitioner (3) Hybrid 7530 Common & Acute Illnesses for the Family Nurse Practitioner (5) Hybrid 150 Clinical Hours	7540 Complex & Chronic Illnesses for the Family Nurse Practitioner (6) Hybrid 200 Clinical Hours	7550 Advanced Practicum & the Family Nurse Practitioner Role (5) Hybrid 250 Clinical Hours Post-Graduate Certificate awarded
<p>For more information, visit www.otterbein.edu/gradnursing or call 614-823-1096.</p>			

PSYCHIATRIC & MENTAL HEALTH NURSE PRACTITIONER CERTIFICATE

CURRICULUM

The PMHNP major prepares the student to assume a role as an advanced practice nurse with the population focus of psychiatric and mental health nursing across the lifespan. Students are prepared to sit for the American Nurses Credentialing Center (ANCC) Certification Examination for Psychiatric/Mental Health Nurse Practitioners.

Students completing this curriculum are awarded a Certificate of Completion, which is not a graduate degree. As such, Post-Graduate Certificate students should check with a financial aid counselor about the applicability of student loans to this program

CURRICULUM OBJECTIVES

Upon completion of the Psychiatric & Mental Health Nurse Practitioner Post-Graduate Certificate, the student will:

1. Synthesize theories and research from the physical and behavioral sciences relevant to primary psychiatric and mental health advanced nursing practice.
2. Incorporate a caring framework in applying the nursing process with healthy families and those with acute or chronic psychiatric and mental health problems.
3. Perform comprehensive health assessments utilizing a research-based practice, principles of problem oriented data collection, concepts of epidemiology, therapeutic communication, history skills, techniques of assessment and pertinent diagnostic data.
4. Interpret data to identify excesses, norms and deficits of individuals in a variety of health care settings.
5. Perform holistic, continuous, comprehensive, and individualized primary psychiatric and mental health care to clients and families that includes anticipatory guidance appropriate for age/developmental status through the health/illness continuum.
6. Demonstrate critical thinking and diagnostic reasoning skills in clinical decision making with attention to safety, cost, invasiveness, simplicity, acceptability and efficacy.
7. Implement primary psychiatric and mental health management strategies with acute and chronic needs and problems.
8. Evaluate one's own performance in the independent, collaborative and multifaceted aspects of the advanced practice nursing role in primary psychiatric and mental health care.
9. Examine the legal, political, ethical, financial and professional aspects of the nurse practitioner role.

MASTER OF SCIENCE IN NURSING (MSN) DEGREE

The Master of Science in Nursing (MSN) degree at Otterbein gives registered nurses the opportunity to synthesize knowledge and develop skills to use as a basis for advanced nursing practice as a transformational clinician.

- Students who enrolled before Summer 2019 in the MSN curriculum (no longer accepting applications) earn the MSN degree upon completion of the degree requirements with a major in either Nurse Anesthesia or Family Nurse Practitioner. They will be afforded the ability to complete their MSN curriculum or its equivalent within the year time limit.
- Students who enrolled before Summer 2019 in the Associate's Degree in Nursing to MSN (FNP or PMHNP major) curriculum (no longer accepting applications) earn the MSN degree upon completion of the degree requirements with a major in either Family Nurse Practitioner or Psychiatric & Mental Health Nurse Practitioner. They will be afforded the ability to complete their MSN curriculum or its equivalent within the year time limit.
- Students who enrolled beginning Summer 2019 in the Bachelor's Degree in Nursing to DNP (FNP or PMHNP major) curriculum or the Associate's Degree in Nursing to DNP (FNP or PMHNP major) curriculum (no longer accepting applications) earn the MSN degree upon completion of the degree requirements with major in either Family Nurse Practitioner or Psychiatric & Mental Health Nurse Practitioner before completing the DNP Final Scholarly Project to earn the Doctor of Nursing Practice degree. They will be afforded the ability to complete their MSN curriculum or its equivalent within the year time limit.

Note: Numbers for graduate nursing courses changed beginning Summer 2019. If you began a graduate nursing degree before Summer 2019, work with your academic advisor to make sure you are counting your courses correctly and that you are taking the correctly numbered courses to complete your program.

TIME LIMIT FOR COMPLETION OF THE MASTER OF SCIENCE IN NURSING DEGREE.

After a student has been admitted to a DNP major that includes a Master of Science in Nursing (MSN) degree, continuous progress toward completion of the degree is expected. The time limit for completion of the degree is six (6) years and is computed from the first date credits recorded on the University transcript until the degree requirements are completed. All students may petition for an extension of the time limit. Petitions requesting an extension of the time limit may be submitted to the Department of Nursing Curriculum Committee via email to the Department of Nursing. Extensions may be considered: (1) if any unusual circumstances beyond the control of the student caused failure to meet the time limit policy, and (2) contingent on space available in the current class.

HEALTH REQUIREMENTS.

Students may not participate in any practice hours unless all health requirements are met and on file in the Department of Nursing. These requirements are due before the first day of class and include:

- Completion and submission of the Student Health Assessment form including all immunizations or documentation of immunity on file as determined by the Department of Nursing.
 - two-step TB skin test
 - Polio (4 dates or equivalent)

- Completed Ohio background check (BCI). If not lived in Ohio for the past 5 years, a completed FBI background check.
- 10-substance panel drug screen

All health requirements are submitted through an automated collection system. Students receive instructions for submitting health requirements upon admission and are responsible for keeping all requirements current.

CURRICULUM OBJECTIVES

Upon completion of the Master of Science in Nursing curriculum, the graduate will be able to:

1. Synthesize knowledge from nursing and relevant fields of study as a basis for an advanced nursing role.
2. Use the nursing process to perform the independent, collaborative and multifaceted functions of an advanced nursing role to optimize health care outcomes.
3. Demonstrate critical thinking when making decisions regarding the delivery of quality, cost effective, culturally relevant health care to individuals or populations including the vulnerable or underserved.
4. Analyze the legal, political, ethical, social, financial and professional functions of advanced nursing roles.
5. Examine health issues, health care delivery systems, including informatics and the implications for nursing.
6. Provide nursing leadership through advocacy and change management within the health care delivery system in advanced nursing roles.
7. Integrate caring behaviors and patterns into advanced nursing roles.
8. Apply the body of nursing knowledge through systematic inquiry, professional standards of care and evidence-based practice.

FAMILY NURSE PRACTITIONER MAJOR

The FNP major prepares the student to take a role in primary care as an advanced practice nurse with the population focus across the lifespan. -2 (Td d.3 (.6o2 r)t)j -1.1n.6o2 yc -16.5o st-2 (f6o2a (0r(h/(yc -16.5.5 (22.

8. Evaluate one's own performance in the independent, collaborative and multifaceted aspects of the advanced practice nursing role in primary care.
9. Examine the legal, political, ethical, financial and professional aspects of the nurse practitioner role.

The curriculum of the FNP major is designed with a core component and a clinical component. The core component courses in epidemiology, leadership and advocacy, and health promotion. The clinical component includes courses in wellness, acute/common illnesses, complex/chronic illnesses and skills courses as well as transition to role practice immersion course.

**Master of Science in Nursing Degree Program - FNP Major
Sample Plan of Study**

PSYCHIATRIC & MENTAL HEALTH NURSE PRACTITIONER (PMHNP) MAJOR.

The PMHNP major prepares the graduate to assume a role as an advanced practice nurse with the population focus of psychiatric and mental health nursing across the lifespan. Students are prepared to sit for the American Nurses Credentialing Center (ANCC) Certification Examination for Psychiatric/Mental Health Nurse Practitioners.

In addition to meeting the objectives of the Master of Science in Nursing curriculum, graduates of the Psychiatric & Mental Health Nurse Practitioner Program (n)2 (9.1 (er).7 (p)2 (r)2.7 (a(.3 (t)-2a2.9 (d)a)14.3 (tr)11.0.03

7. Implement primary care management strategies with acute or chronic psychiatric or mental health problems.
8. Evaluate one's own performance in the independent, collaborative and multifaceted aspects of the advanced practice nursing role in primary care.
9. Examine the legal, political, ethical, financial and professional aspects of the nurse practitioner role.

The PMHNP curriculum comprises (1) Science Core courses, (2) APRN Core courses, (3) PMHNP Didactic Courses, and (4) PMHNP Clinical Courses. All courses or their equivalents are required.

Master of Science in Nursing Degree Program - PMHNP Major Sample Plan of Study

		MSN		
		SUMMER	FALL	SPRING
YEAR 1		6830 Advanced Pathophysiology for the Advanced Practice Nurse (3)	6820 Advanced Pharmacology for the Advanced Practice Nurse (3)	6830 Advanced Physical & Health Assessment for the Advanced Practice Nurse (3)
		7210 Knowledge Building for the Doctor of Nursing Practice (3)	7230 Biostatistics & Epidemiology for the Doctor of Nursing Practice (3)	7250 Policy & Politics for the Doctor of Nursing Practice (3)
YEAR 2		7220 Evidence-Based Practice & Informatics for the Doctor of Nursing Practice (3)	7240 Quality Practice for the Doctor of Nursing Practice (3)	7360 Leadership for the Doctor of Nursing Practice (3)
		7310 Psychopharmacology & Prescribing (3)	7330 Psychiatric Diagnosis & Management: Adults (3)	7350 Psychiatric Diagnosis & Management: Children (3)
YEAR 3		7320 Neurobiology & Psychopathology (3)	7340 Systems Interventions: Individuals & Families (3)	7400 Advanced Practice Psychiatric & Mental Health Nursing: The Role in Health Delivery & Promotion (4)
		7420 Clinical Psychiatric Internship I (3) 145 Clinical Hours	7430 Clinical Psychiatric Internship II (3) 145 Clinical Hours	7440 Clinical Psychiatric Internship III (3) 290 Clinical Hours MSN awarded

For more information, visit www.otterbein.edu/gradnursing or call 614-621-7096.

NURSE ANESTHESIA (NA) MAJOR (NOT ACCEPTING APPLICATIONS.)

The overall objectives of the nurse anesthesia major are to prepare graduates with the knowledge, skills, and competencies in advanced sciences, perianesthetic management, patient safety, critical thinking, and communication to fulfill their professional responsibilities as Certified Registered Nurse Anesthetists.

In addition to meeting the objectives of the Master of Science in Nursing Graduate Program, graduates of the Nurse Anesthesia major will be able to:

1. Integrate patient safety principles into all phases of anesthesia management.
2. Design, administer, and manage patient-specific anesthesia care for individuals of all ages and physical conditions undergoing a variety of elective and emergent surgical and diagnostic procedures.
3. Demonstrate competency in utilizing a variety of anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia services.
4. Use critical thinking to anticipate and solve problems, make decisions and apply knowledge from the sciences of nurse anesthesia practice.
5. Use effective written, verbal, and nonverbal skills to communicate with patients, families and other healthcare providers in the delivery of anesthesia services.
6. Assume responsibility and accountability for professional actions and interact with integrity in the delivery of patient care.
7. Analyze information from a variety of sources and apply evidence to nurse anesthesia practice based on sound principles.

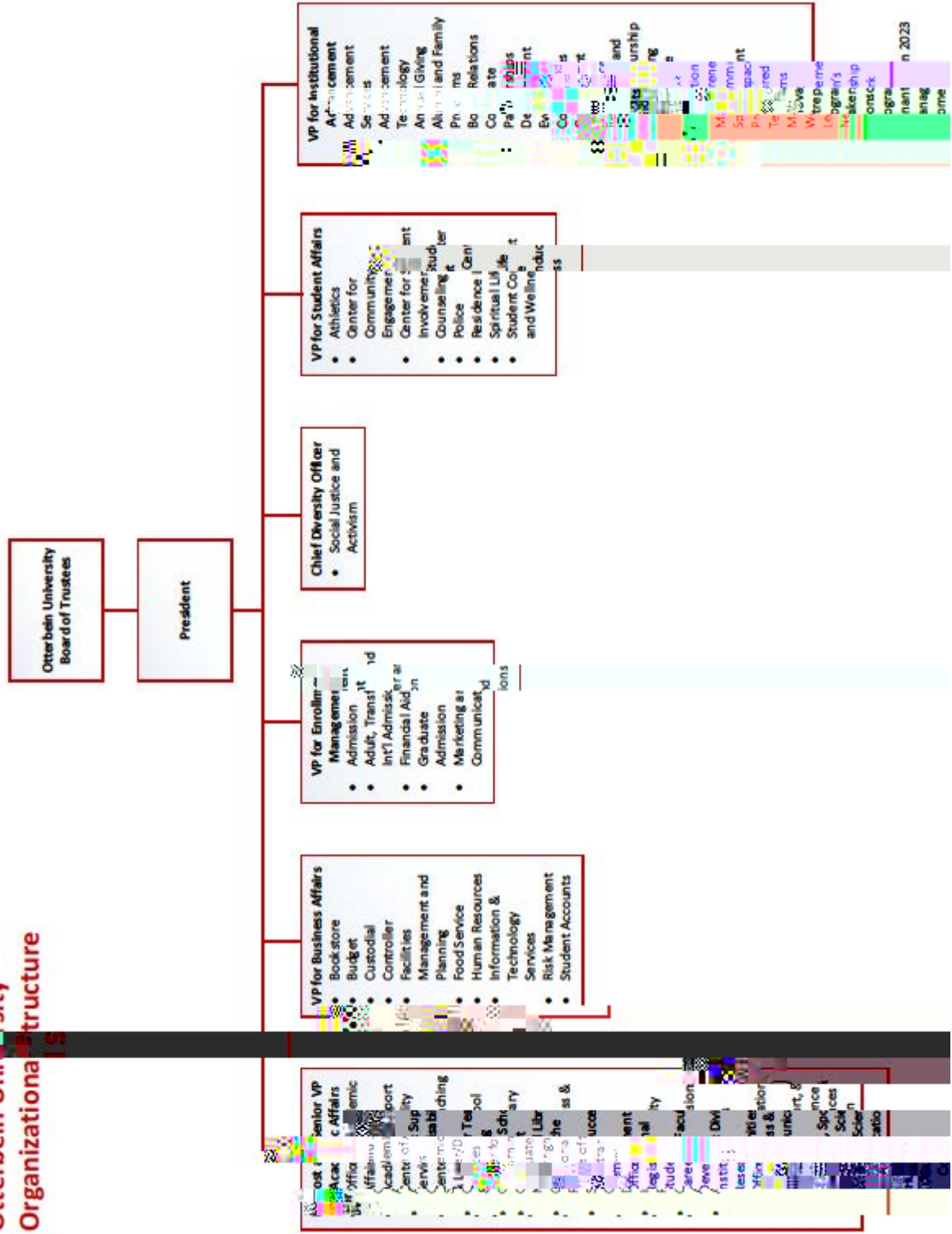
**Master of Science in Nursing Degree Program - NA Major
Sample Plan of Study**

	Spring 1 (15 credits)	Summer 1 (12 credits)	Fall 1 (13 credits)
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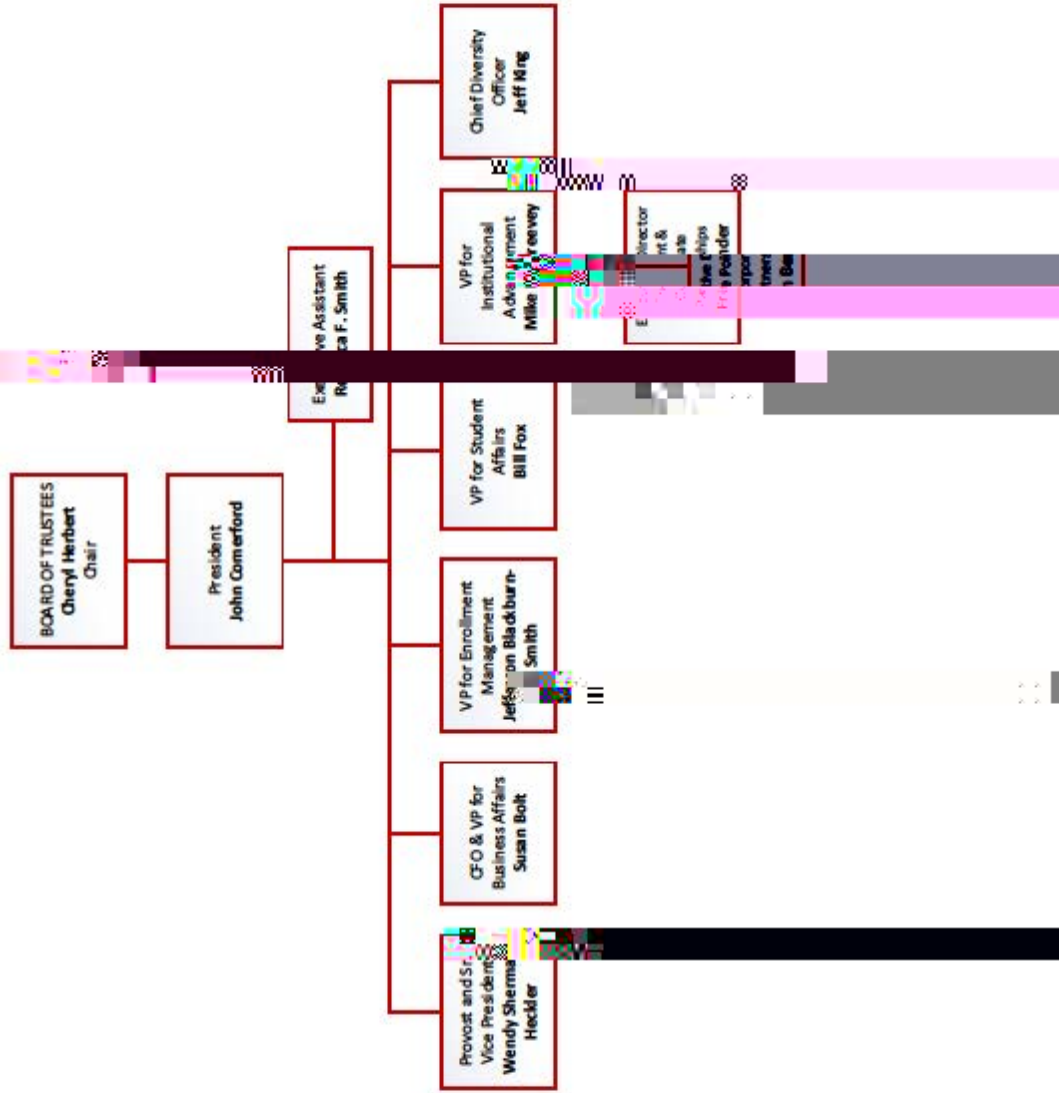
III.

GRADUATE STUDIES IN NURSING: ORGANIZATIONAL STRUCTURE

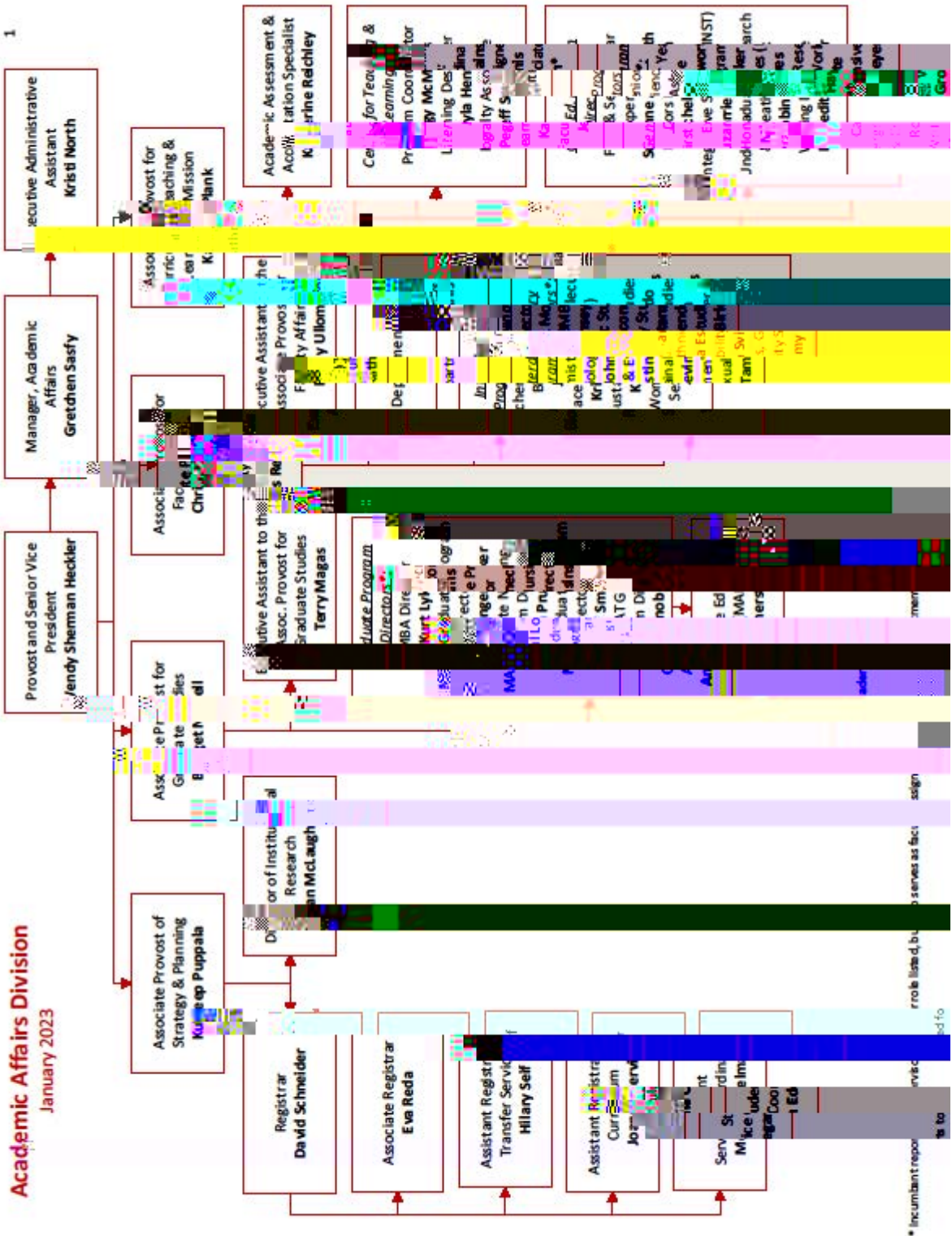
Otterbein University Organizational Structure



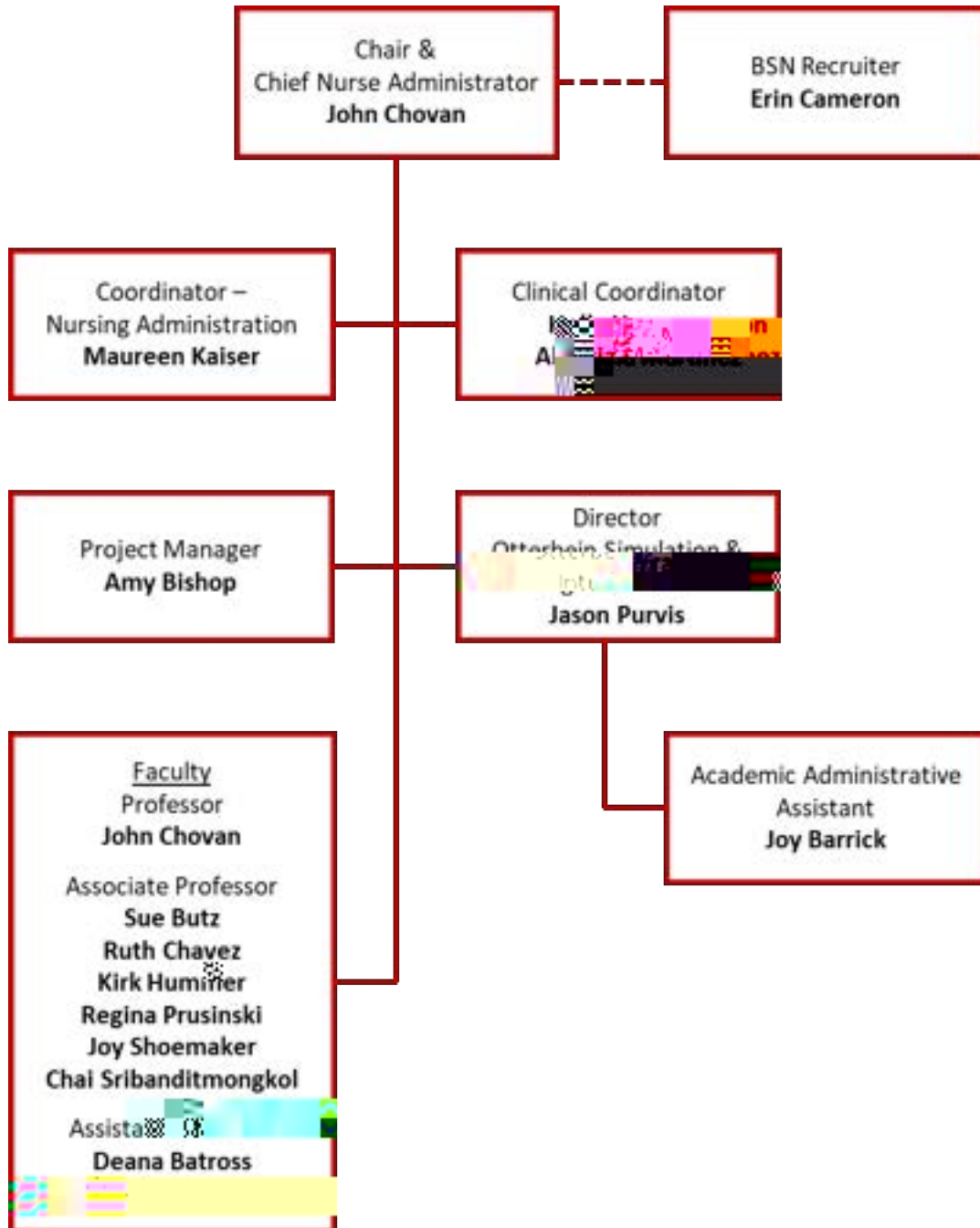
Office of the President Cabinet



Academic Affairs Division January 2023



Department of Nursing



DEPARTMENT OF NURSING LEADERSHIP TEAM

Chairperson.....John Chovan, PhD, DNP, RN, CNP, CNS, MHNP-BC, PMHCNS-BC

Coordinator– Nursing Administration.....Maureen KaiserBA

Director, Otterbein Simulation & Integration Center.....Jason Purvis, MSN, RN

Academic

**STANDING COMMITTEES OF THE DEPARTMENT OF NURSING
FACULTY ORGANIZATION**

Forum. Students, faculty, and staff may also participate in standing committees of the Senate and other departmental, school, and university-level committees.

The Otterbein University Board of Trustees has legal authority over all actions of the Senate and elected students and two elected members of the university

IV.

DEPARTMENT OF NURSING PRACTICES, POLICIES, AND PROCEDURES

Additional resources include the Nurse Anesthesia Addendum to the Graduate Nursing Student Handbook, the Graduate School Handbook, the Graduate Catalog, and the Campus Life Handbook.

All students must be familiar with and adhere to university policies.

ABSENCE

Graduate students are adult learners and make choices about classroom attendance. Some classroom and laboratory learning experiences may be mandatory. Sometimes class attendance and participation will be graded.

If a classroom or laboratory absence occurs, it is the responsibility of the student to contact the instructor or a fellow student to obtain the missed material and assignments. Not all missed assignments can be made up. Students should review each course syllabus to determine the course policy for missing exams,

to two registered academic terms. Students must raise their GPA to 3.0 or above during the next two semesters of enrollment in required or elective courses. If the cumulative GPA falls below 3.0 a second time, the student will be dismissed from the program.

Grades of B minus are considered **marginal progress**. Any such outcome, or a GPA that falls below 3.0, or satisfactory academic progress that falls below expectations, warrants an academic advising conversation between the advisor and student, and possibly with the director of the major of the Department of Nursing, or the Associate Provost for Graduate Studies. In some cases, students earning marginal progress in selected courses may be required to repeat and achieve a satisfactory level of satisfactory progress in these selected courses to continue in the program of study.

Learning Contract Policy. To assist the nursing student to attain the highest level of academic, clinical, and professional success, the course professor may institute a learning contract. A learning contract will be established with the student to support identified educational needs including but not limited to course requirements, and clinical and professional performance concerns.

ACCOUNTABILITY

The student demonstrates professional accountability and learner responsibility by the following behaviors:

1. Conducting oneself with integrity in professional and academic endeavors. Although cheating and plagiarism is not expected, the student is responsible for reading and understanding the statement on Plagiarism and Cheating that is found in the Otterbein University Campus Life Handbook or the handbook. Any infraction of these guidelines will result in a student failing the course.
2. Completing written work, skills, examinations, and capstone requirements at designated times and achievement levels.
3. Being present and punctual for clinical experience; and being absent using the proper mechanism.
4. Taking initiative for making alternative arrangements when unable to meet commitments.
5. Participating in one's own self-evaluation and identifying own areas of strengths and areas for growth.
6. Applying ethical codes and legal guidelines regarding written work and in the application of the nursing process.
7. Seeking learning experiences as needed to reach designated achievement level.
8. Maintaining client confidentiality and privacy.
9. Maintaining health care agency confidentiality.

APPLICATIONS - MATRICULATION STATUS

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prospective student must confirm intent to accept the seat in the program by completing both steps below by the stated deadlines:

1. Return a confirmation email message to the Department of Nursing indicating prospective student's desire to accept a seat in the program

CPR CERTIFICATION

A completed American Heart Association Basic Life Support (BLS) Course (including CPR and AEDs) is required prior to taking classes. Certification is valid for two years and recertification is required prior to expiration. American Red Cross or any other organization's CPR classes are NOT accepted for this requirement. The student is responsible for tracking their own CPR certification, updating it as needed.

DNP FINAL SCHOLARLY PROJECT

In partial fulfillment of the requirements for the degree Doctor of Nursing Practice, the student must show evidence of scholastic ability. The Graduate Nursing Program includes the DNP Final Scholarly Project as a clinical change project that is documented and vetted through a rigorous academic process.

ESSENTIAL PERFORMANCE REQUIREMENTS

To accomplish the objectives of the nursing program safely, students must possess the ability and fitness to perform in a manner that will not jeopardize safety and well-being of their patients or themselves as appropriate to the setting. The Department of Nursing may require nursing students who pose a threat to the safety of others or to themselves in the health care environment to withdraw from the nursing program pursuant to the policy in the Otterbein University Graduate Course Catalog and subject to the Grade Policy in the Department of Nursing Graduate Nursing Student Handbook. All students admitted to the nursing program must be able to meet the essential performance requirements with or without accommodations. Each situation will be reviewed on an individual basis.

These essential performance requirements include but are not limited to the following five areas of ability:

Observation: Must be able to observe demonstrations and experiments in the basic sciences. Must be able to observe a patient accurately to identify cyanosis or absence of respiratory movement and when a patient is in imminent danger or escalating behaviors; perform equipment calibrations; read small print on medication containers, orders, and equipment monitors; and perform nursing assessments.

Communication: Must be able to speak, hear and observe patients to elicit information in the clinical setting.

The Department of Nursing may require nursing students with special needs whose special needs pose a threat to the safety of others or to themselves in the health care environment to withdraw from the program. Each situation will be reviewed on an individual basis.

EVALUATION

When such an incident occurs

1. **Immediately**, students are required to report the incident to the ~~site~~ supervisor
2. An **agency-specific incident report form** must be completed by the student and reviewed and signed by the on-site supervisor before ~~the~~ submitting it to the agency supervisor,
3. **Within 24 hours**, an Otterbein Nursing Student Incident Report must be completed by the student and then signed by both the student and the ~~site~~ supervisor. The course coordinator must then also read and sign the report.
4. The Otterbein Nursing Student Incident Report will be ~~placed~~ in the student's file located in the Department of Nursing office. The faculty member ~~department~~ Chairperson are responsible for documenting any actions recommended with respect to the incident. Otterbein Nursing Student Incident Report forms are available on the Department of Nursing website.

Students are financially responsible for any testing or treatment for ~~related~~ injuries (see **HEALTH INSURANCE** ~~lepp (e3.9u(p) 45 (URANCC)-2. (Y0.005 Tc -0.005 Tw 0.239 0 Td(f Tw 6.24.6 (ud) 6 (s)-2.4 ()10.9 (a3~~

1.

PREREQUISITES & COREQUISITES

Prerequisites (prereqs) are requirements that are judged necessary prior to beginning a course for the successful completion of the course. Corequisites (coreqs) are requirements that are judged necessary to successful completion of a course but may be completed simultaneously with the course. Students who register for a course without taking the prerequisite or registering for the corequisite are subject to being withdrawn from the course by the instructor or the Registrar. It is the student's responsibility to assure that a prerequisite has been met prior to registration. If a student drops any course that is a prerequisite for a course being taken at the same time, the student is subject to being withdrawn from both courses.

PRECEPTORS

Note: This policy is not applicable to Nurse Anesthesia students.

Policy. A formalized preceptor-student relationship is required of students enrolled in the Otterbein University Department of Nursing who are in off-campus roles providing supervised administrative, educational, or clinical services to clients within approved community agencies and institutions.

Preceptor Definition. A preceptor is a person focusing on health care in their professional role who advocates and fosters personal and professional growth of the student while serving as a supporter, role model, and resource person. The preceptor serves as an extension of faculty and assists in providing student learning opportunities and evaluation. The student is evaluated by the preceptor and the course faculty.

Preceptor Role. In fulfilling the role, the preceptor will:

- a. Complete and submit the Preceptor Qualification information in Typhon.
- b. Complete preceptor orientation.
- c. Participate in identification of learning needs of the student.
- d. Set goals with the student in collaboration with the course faculty.
- e. Plan learning experiences and assignments to assist the student to meet professional and identified goals.
- f. Provide the student with feedback on the student's progress, based on preceptor's observation of performance, assessment of achievement of competencies and outcomes documentation.
- g. Demonstrate leadership skills in problem solving, decision making, priority setting, delegation of responsibility, and accountability.
- h. Recognize that role elements may be new to the student.
- i. Facilitate the student's professional socialization into the new role of providing nursing care in accordance with established, evidence-based nursing practice standards.
- j. Act as a role model.
- k. Maintain mature and effective working relationships with other team members.
- l. Fulfill duties according to institutional policies and procedures.
- m. Use resources safely, effectively, and appropriately.
- n. Consult with course faculty as necessary.

Preceptor Qualifications. Qualifications for preceptors and for organizational/systems preceptors may overlap depending on the desired learning outcome.

Clinical Preceptor Qualifications.

- a. Unencumbered professional license to practice in the State of Ohio or in state where preceptorship occurs.
- b. At least one year of experience with demonstrated competence in the area of clinical practice working with individuals and groups in which the preceptor provides educational opportunities to a nursing student.
- c. A master's degree or higher is preferred to precept graduate students.

- d. If functioning as an Advanced Practice Nurse, must be certified in his/her area of expertise and hold appropriate licensure to practice as such. Possible additional qualification requirements may

This policy is not intended for internet activities that do not associate or identify a student with Otterbein University, the Department of Nursing, or a violation of patient confidentiality according to HIPAA regulations.

Purpose. To provide guidelines outlining how Otterbein University Department of Nursing students support institutional communication goals and social computing guidelines.

Definitions.

Social media platforms Technology tools and online spaces for integrating and sharing user-generated content in order to engage others in communication. Examples are Instagram, Facebook, Twitter, LinkedIn, YouTube, and blogs.

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- Nurses should participate in developing institutional policies governing online conduct.

Confidentiality and Privacy.

- Any patient information learned by a nurse during the course of treatment must be safeguarded by that nurse.
- Such information may only be disclosed to other members of the health care team for the purpose of providing care for the patient.
- Confidential information should be shared only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond those very limited exceptions, a nurse is obligated to safeguard confidential information. Nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient image. Nurses are restricted from transmitting information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or to degrade or embarrass the patient. (National Council of State Boards of Nursing)

Guidelines for Social Networking.

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the patient relationship.
- Maintain professional boundaries in the use of electronic media. Online or phone contact with patients blurs this boundary when not included in a written policy or procedure of the health care facility, e.g. following up with discharged patient's understanding of medications or treatments.
- Do not make disparaging remarks about patients, employers or coworkers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy to the health care agency/organization and to your faculty course coordinator.
- A verbal consent is not valid in the State of Ohio. A written consent by an impaired individual is not valid nor is the consent of a family member or friend. In other words, none!

Associated parts of the Ohio Administrative Code at <http://codes.ohio.gov/oac/4723-4>

4723-4-03 Standards Relating to the Competent Practice as a Registered Nurse

4723-4-05 Standards Relating to the Competent Practice as a Certified Nurse-Midwife, Certified Nurse Practitioner, Certified Registered Nurse Anesthetists, or Clinical Nurse Specialist.

4723-4-06 Standards of Nursing Practice Promoting Client Safety

The student is responsible for reviewing the appropriate law and rules in the state in which clinical practice experiences, immersion experiences, and the final scholarly project take place.

Consequences of Violation of HIPAA Rules.

- The Department of Nursing has the responsibility to report any violations to the healthcare facility in which the individual was a patient or client.
- The Department of Nursing also has the responsibility to report to the Ohio Board of Nursing what it considers significant infractions of H0.9f H0so0.6 (i)-2.6 (g)1 (d)2 (er)dl(d)2 (l)2 (n)uces,akfas o pn.c

National Council of State Boards of Nursing (nd). A nurse's guide to professional boundaries. Chicago, IL: Author.

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Ohio Administrative Code (nd)Ohio Administrative Code on Standards of Nursing Practice. Ohio Board of Nursing. Retrieved from <http://codes.ohio.gov/oac/4723-4>

Otterbein University (2013). Campus Life Handbook. Retrieved from <http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx>

STUDENT APPEAL PROCESS

If a student has concerns or objections regarding grading, academic progression, academic or immersion misconduct, or academic standing, the process for resolution is outlined below. The student should address their concern objection by talking to individual persons

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STUDENT LEARNING CONTRACTS

Policy. To assist a nursing student to attain a satisfactory level of academic and professional success, a learning contract may be initiated by the course coordinator or the student to support identified educational needs. Issues related to academic concerns, clinical concerns, or professional performance concerns can be found in the student handbook, course syllabus, and the clinical course reevaluation. Failure to meet all elements of the learning contract constitutes failure in the course.

Applicability. The Learning Contract policy applies to Otterbein University students enrolled in all nursing curricula.

Policy Authority. Chair, Department of Nursing, who may be contacted through the Department of Nursing office at 614-823-1614.

Forms. Blank Learning Contract forms are available to faculty only.

Related Policies or Requirements. The requirements for the Department of Nursing course are listed in the syllabus for that course and the Graduate Course Catalog.

Procedure.

1. The Course Coordinator accesses the Learning Contract form and completes all items on the form as appropriate to the needs for the contract with this student.
2. The Course Coordinator arranges a meeting with the student and at least one other member of the Department of Nursing faculty.
3. The meeting is held with both faculty members and the student present. The terms of the Learning Contract are reviewed with the student and questions are fielded by the faculty.
4. The student is encouraged to comment on the learning contract and offer suggestions pertaining to the student's own learning objective.
5. Both faculty members present must sign and date the Learning Contract.
6. The student is asked to sign the Learning Contract to indicate that they have read the document and are informed that the signature does not imply agreement with the agreement listed in the Learning Contract.
7. If the student refuses to sign the Learning Contract, the Course Coordinator notes such on the document.
8. The Learning Contract is submitted to the Department of Nursing office. A copy of the Learning Contract is sent to the student and the original is placed in the student's permanent file.

STUDENT RECORDS P.6 n (ha)97P.6 n (ha (a)9.21.7)- (l)YU6emmm (n)12.82 263.5()4[S

substance use and

2. Use of alcohol or a drug, or a controlled substance (including medically indicated marijuana) that occurs while not on University property or in University vehicles, but that adversely affects the safety of other students, employees, visitors, or patients. This includes the use of alcohol at authorized official University functions or at an authorized University site that may adversely affect the safety of any other person;
3. Use of prescription or over-the-counter medications without heed to warnings about impact on performance or safety;
4. Illegal distribution to others of alcohol, illegal drugs, or controlled substances (including medically-indicated marijuana) obtained pursuant to a prescription except by a duly licensed and certified person, while in or on premises or property owned or controlled by the University;
5. Arrival to class or the clinical setting under the influence of alcohol or illegal drugs
6. Arrival to class or the clinical setting under the influence of legal drugs (including medically indicated marijuana) to the extent that there is an adverse effect on the student's ability to perform;
7. Failure to abide by clinical agencies' substance use and abuse policies and procedures;
8. Failure to submit to a substance screen or any actions taken to falsify a positive result when requested by the Department of Nursing or any assigned clinical agency and
9. Failure of any student who is convicted under a criminal statute for a charged offense to notify the Associate Provost for Graduate Studies and the program director appropriate Otterbein University representative later than five days after such conviction.

Failure to comply with this policy by any student will constitute grounds for disciplinary action

Definition of Terms

Substance testing means the scientific analysis of urine, blood, breath, saliva, hair, or other specimens of the human body for detecting the use of alcohol or a drug (including medically indicated marijuana)

Illegal drug means any drug which is not legally obtainable, any drug which is legally obtainable but has not been legally obtained, any prescribed drug not legally obtained, any prescribed drug not being used for the prescribed purpose by the person for whom it was prescribed, any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer or being used for a purpose other than the purpose intended by the manufacturer, and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, prescription drugs not prescribed to you, prescription drugs prescribed to you and not used as prescribed, stimulants, depressants, narcotic or hallucinogenic drugs, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Impaired means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, and demeanor and attitudes as manifested in speech or actions. Impairment might also include physical or psychological dependence and addiction behaviors.

Nursing student means

- a. If suspicion of impairment occurs at an agency with a qualified laboratory, the tests will be conducted at the clinical agency.
- b. If suspicion of impairment occurs on u

and disclose the results of testing required by this policy in connection with internal academic purposes, and in connection with the defense of any student grievance and any claims filed by the student or personal representative.

Consideration for Re-Entry into a Nursing Program at Otterbein University. A student who is dismissed from an Otterbein University nursing program due to a positive test result will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized treatment agency stating that the student has successfully completed a substance abuse rehabilitation program;
2. Submission to another test prior to readmission. This test will be at the student's expense. A positive test will result in ineligibility for readmission
3. Agreement to submission to tests as requested by the Department of Nursing or clinical agencies after readmission at the student's expense
4. For licensed nursing students, full statement of professional licensure necessary for the completion of their course of study.

Incidence of Reoccurrence after Re-admission. A student who had been dismissed due to a positive test result and subsequently re-admitted to the nursing program, and thereafter tests positive for any substance test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program. Licensed nursing students will be reported to their state board(s) of nursing.

Appeal Process. A nursing student may appeal the Department of Nursing's decision to dismiss or to re-admit a student through the established University Appeals Procedure found in the **Campus Life Handbook**

TRANSFER CREDIT

Policy. Transfer credit for graduate level course work will be considered if:

1. The course work is evaluated by the appropriate course faculty as being substantially equivalent.
2. The transcript and syllabus reflect same level course work from an institution that is accredited by the appropriate regional accrediting agency and whose ~~same~~ nursing program is accredited by ACEN and/or CCNE.
3. The content of the course is substantially equivalent to a course offered in appropriate Otterbein University degree programs.
4. The course is not a clinical course.
5. The course was completed with a grade of B or higher. **Note:** The actual grade is not transferred and thus will not be included in the Otterbein grade point average.

Credit for life or professional experiences is not granted for undergraduate or graduate courses.

The Director, Graduate Studies in Nursing brings any eligible transfer credit coursework to the Nursing Curriculum Committee for a final vote to accept or deny the student's request for transfer credit.

Procedure. After admission to the Graduate Studies in Nursing Program, the student submits to the Director, Graduate Studies in Nursing:

1. A letter from describing what transfer credit is being sought.
2. The syllabus of the course for which transfer credit is being sought.

The grade will be reviewed on the official transcript on file for the student and the syllabus will be reviewed by the appropriate course coordinator for substantial equivalence. The course coordinator will

then send the report to the Director, Graduate Studies in Nursing who will submit to the Nursing Curriculum Committee for faculty approval. Upon approval, the Director, Graduate Studies in Nursing will complete the form, secure the chair's signature, and forward the form to the Registrar, copying the director of the major and the Coordinator – Nursing Administration. The Coordinator will put a copy in the student's file and also alert the student of the decision.

UNSAFE BEHAVIOR POLICY

V.
RESOURCES

DEPARTMENT OF NURSING

OFFICE

Science Center (Shear-

FINANCIAL AID

Financial aid for graduate students is available. Information about scholarships and loans may be obtained from the Financial Aid Office. If receiving support from an employer, students are asked to report this to the Financial Aid Office for university reporting purposes.

Sigma Theta Tau, Kappa Lambda Chapter, offers eligible students an opportunity to apply for an annual scholarship offered by the chapter.

Nurse Anesthesia students in the second year of the program may apply for Nurse Anesthesia Traineeships. Information on these traineeships and other scholarships for nurse anesthesia students is available from the Nurse Anesthesia Program Director

Limited funds are available for nursing students experiencing an emergency. To access funds, contact the Promise House at promisehouse@otterbein.edu or 614-823-2074.

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