

**MASTER OF SCIENCE IN NURSING  
POST-GRADUATE APRN CERTIFICATE  
STUDENT HANDBOOK**



**NATIONAL UNIVERSITY**

**SCHOOL OF HEALTH AND HUMAN SERVICES**

**DEPARTMENT OF NURSING**

**DISCENDO**

This Handbook contains important information regarding policies and procedures specific to the MSN and Post-Grad APRN Certificate programs. In addition to the policies and procedures stated in this handbook, students are required to comply with all University policies found in the National University General Catalog. All policies and procedures are subject to change.



THE INFORMATION CONTAINED IN THIS HANDBOOK CANNOT BE CONSIDERED AS AN AGREEMENT OR CONTRACT BETWEEN INDIVIDUAL STUDENTS AND THE NURSING PROGRAM. THE PROGRAM RESERVES THE RIGHT TO REVISE STATEMENTS, POLICIES, CURRICULUM, FEES AND CALENDAR AS NECESSARY. ALL REVISIONS ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION.

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## Welcome

The faculty and staff of the Department of Nursing are pleased to welcome you to the Master of Science in Nursing (MSN) and Post-Grad APRN Certificate programs. We would like to congratulate you on choosing to continue your nursing education and thank you for choosing National University as the academic pathway for this endeavor. As you embark upon your new journey, you will find that being a student in the MSN or Post-Grad APRN Certificate programs to be both challenging and stimulating. The intensive program is designed to prepare graduates to provide safe, quality nursing care to a variety of patients across the lifespan continuum. National University MSN and Post-Grad APRN Certificate graduates will be prepared to improve health and quality of life for individuals, families and communities through safe quality nursing care.

This handbook provides information for the student in the MSN and Post-Grad APRN Certificate programs at National University. The Handbook contains important information regarding policies and procedures specific to the MSN and Post-Grad APRN Certificate programs. All students are required to read the Handbook and adhere to the stated policies and procedures. Students must sign the Handbook Review Form found in **Appendix A** and return it to the Department of Nursing office within one week of receipt of the Handbook. Failure to comply with signing and returning the Review Form, the student will not be able to continue in the program.

For questions and clarifications regarding these policies and procedures, please contact the MSN/ Post-Grad APRN Certificate Academic Program Director in the Department of Nursing at (714) 429-5189. In addition to the policies and procedures stated in the MSN Handbook, students are required to comply with all University policies found in the University General Catalog. All policies and procedures are subject to change.

**There is no medicine like hope, no incentive so great,  
and no tonic so powerful as expectation of something  
better tomorrow.**

**– Orison Swett Marden**

## **NATIONAL UNIVERSITY MISSION STATEMENT**

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, success-oriented, and responsive to technology.

National University's central purpose is to promote continuous learning by offering a diversity of instructional approaches, by encouraging scholarship, by engaging in collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

### **Institutional Learning Outcomes**

1. Apply information literacy skills necessary to support continuous, lifelong learning.
2. Communicate effectively orally and in writing, and through other appropriate modes of expression.
3. Display mastery of knowledge and skills in a discipline.
4. Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
5. Demonstrate professional ethics and practice academic integrity.
6. Utilize research and critical thinking to solve problems.
7. Use collaboration and group processes to achieve a common goal.

## **DEPARTMENT OF NURSING**

### **MISSION, VISION, PHILOSOPHY, AND ORGANIZING CONCEPTS**

#### **NURSING EDUCATION**

##### **Baccalaureate Nursing Education**

Baccalaureate nursing education provides the foundation for professional nursing practice as a beginning generalist clinician who provides care to individuals, families, communities and populations. The baccalaureate degree prepares nurses for leadership in providing direct care and collaborating within care teams that work to improve the quality and safety of health care.

##### **Graduate Nursing Education**

Graduate nursing education prepares professional nurses for roles in advanced practice. The graduate degree prepares nurses for specialization in administration, informatics, patient care, scholarship, research and teaching. Advanced practice nurses lead nursing's future through evidence-based practice inquiry, knowledge representation and analysis, formulation of health care

policies and outcomes and transformed education.

## **MISSION STATEMENT**

The mission of the nursing program at National University is to create a learning-centered environment that supports the education of nurses who will improve human health through nursing judgment to provide high quality, caring, competent, and safe nursing practice for individuals, communities and populations in a diverse society.

## **VISION STATEMENT**

The vision of the nursing department is to become a center of nursing academic excellence through nursing education that is learner-centered, interpersonally engaging, innovative, success-oriented, and technologically responsive to a rapidly changing student population and health care delivery system that facilitates achievement of National University's mission.

## **PHILOSOPHY**

We believe the process of educating nurses is focused on assisting students to develop the knowledge, skills and attitudes necessary to continuously improve the quality and safety of nursing practice to diverse individuals, communities and populations. Nursing knowledge, skills, and attitudes advance from simple to complex as students progress through their educational programs as self-directed lifelong learners.

Knowledge, skills, and attitudes are the foundation of nursing judgment. Knowledge is defined as the integration of data and information into an organized cognitive structure which creates meaning and perspective. The fundamental structure of nursing education is developed through knowledge gained in theory courses and clinical learning experiences. Nursing skills include cognitive, psychomotor and affective competencies necessary to make judgments and implement safe, effective and evidence-based nursing care that improves patient outcomes.

The concept of attitude is defined as the development of professional identity and values. The development of professional identity involves personal reflection and the application of standards and ethics of nursing practice. Nursing practice incorporates personal integrity, patient advocacy, membership in a collaborative healthcare team, and lifelong learning.

Nursing judgment is the outcome of applied thinking skills to nursing practice. Nurses employ specialized knowledge and skills to provide evidence-based, culturally competent, best practices, to improve the health of individuals, communities and populations. Nursing judgment and professional identity are enhanced through concepts of adult centered learning principles. As adult learners, nursing students are responsible for their own learning and incorporate self-directed activities relevant to practice oriented situations.

Educators facilitate student learning by functioning as partners, role models, coaches, and mentors of students in their discovery of new knowledge. Nursing educators assist the student to bridge past experiences with current content and practice to develop nursing knowledge, skills, and attitudes. Faculty members foster a spirit of inquiry by promoting personal reflection and incorporating the principles of evidence-based practice as students work to attain excellence in nursing practice.

## **ORGANIZING CONCEPTS**

## Caring

The essence of nursing is caring, defined as an interpersonal relationship characterized by a view of the patient as a holistic being, by unconditional acceptance of the patient, and by respect and positive regard for the patient. The caring relationship has the purpose of improving the wellbeing of the patient through the nurse's therapeutic use of self. Caring forms the basis for development of therapeutic relationships with patients, and is integral to the science and art of nursing.

## Patient-Centered Care

Nurses develop therapeutic relationships that recognize the patient (individuals, families, or communities) as the source of control and partner in providing culturally competent, holistic, compassionate care grounded in respect for the patient's preferences, values, and needs. Inherent in this therapeutic relationship is the concept of caring and interpersonal concern about another.

## Safety and Quality of Care

Nurses deliver care consistent with current professional knowledge that minimizes the risk of harm to patients and providers, increasing the likelihood of desired health outcomes.

## Nursing Judgment

Nursing judgment incorporates the utilization of the nursing process to prioritize and delegate safe, quality nursing care. Clinical judgments and decisions are substantiated with evidence that builds on knowledge from the sciences, arts, and humanities; life and practice experiences; and applied thinking to promote the health of patients within a family and community context.

## Collaborative Care

Collaborative care is the nurse's participation as an integral member of an interdisciplinary healthcare team, which includes the patient, family, and community. In order for the team to function effectively, nurses foster open communication, mutual respect, and shared decision making to achieve quality patient care.

## Professional Identity

Professional identity is a developmental process by which nurses integrate their roles as leaders, educators, clinicians, and patient-centered advocates upholding legal and ethical standards of practice.

## Evidence-Based Practice

Evidence-based practice originates as systematic inquiry that substantiates the best nursing practices to provide high quality, safe patient care. Evidence-based practice requires continuous learning as the method for improving and updating nursing practice.

## **MSN PROGRAM DESCRIPTION**

The Master of Science in Nursing (MSN) degree program is for baccalaureate prepared nurses. In keeping with the standards for graduate education for advanced practice nursing delineated by the CCNE in the Essentials of Master's Education for Nurses. The purpose of the MSN program is to prepare students to assume leadership roles in their particular specialization. Masters level nursing education is the appropriate level of education for nursing professionals who are seeking roles that require advanced practice skills in order to function as providers and organizers of the health care delivery process.

### **Program Learning Outcomes**

Upon successful completion of the MSN, the graduate will be able to:

- Implement appropriate theories, models, frameworks, and concepts from nursing and non-nursing disciplines when designing interventions that influence healthcare outcomes for diverse populations in a variety of settings.
- Collaborate with interdisciplinary teams, to evaluate fiscally appropriate healthcare delivery systems that integrate research and clinical expertise to provide evidence-based, patient-centered care.
- Evaluate economic, policy, environmental, and social forces that impact nursing practice, health care delivery and quality of health care.
- Participate in the analysis, implementation and evaluation of strategies for improving nursing practice through the implementation of health information systems and technologies.
- Demonstrate a professional commitment to creating an environment of lifelong learning for patients, families, communities, and other healthcare practitioners.

### **Admission Requirements**

To be eligible for admission to the MSN program at National University, candidates must:

- Meet the University requirements for graduate study, listed in the General Catalog under admission requirements.
- Hold a BSN degree from a State Board of Nursing approved and accredited school of nursing (State Board of Nursing, and CCNE and/or NLNAC)
- Must demonstrate evidence of completed coursework in undergraduate nursing research methodology & application, statistics, and community health nursing. For Nurse Practitioner specialization, must have undergraduate health assessment course with laboratory within 5 years of admission.
- Provide proof of current, active, and unencumbered RN license in the State of residence.
- Have a cumulative GPA of at least 3.0 on a 4.0 scale. Applicants with a GPA of 2.5- 2.99 will be considered by the MSN Admissions Committee on a case by case basis
- Have completed the University Application for Graduate Admissions, including the application fee.
- Provide one official transcript from each college or university attended to the Nursing Department.
- Have completed the MSN application packet.
- Provide three professional recommendation forms, preferably from individuals who hold graduate or doctoral degrees.



- Provide evidence of current, active professional liability and malpractice insurance coverage throughout the program.
- Provide evidence of specified immunizations, a report of a recent physical examination, a clear drug screen and background check, and current BLS- AED certification.

### **Specialization in Family Nurse Practitioner**

The Family Nurse Practitioner (FNP) specialization will prepare advanced practice nurses to manage the care of individuals and families across the lifespan.

The FNP Program is designed for nurses who hold a Baccalaureate Degree in Nursing (BSN) who wish to advance their knowledge, education, and skills to practice in an Advanced Practice role as a FNP. Graduates are eligible to sit for the FNP national certification examinations offered by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners.

The Program emphasis is to foster the FNP's abilities to critically think; make differential diagnoses; use evidence-based findings to improve healthcare outcomes; and be accountable for the provision of healthcare to diverse individuals and families in the areas of health promotion, disease prevention, management of acute and chronic health conditions and primary care. The FNP provides clinical management of primary care conditions in a variety of clinics and community based settings.

### **Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving healthcare outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Advocate for culturally sensitive health care systems and policies that meet ethical and legal standards as a means to improve outcomes and reduce disparity.
- Model collaboration with interdisciplinary and intra-disciplinary teams in healthcare systems delivering care to complex, multi-need patients, families, and communities.
- Analyze the impact of national and global health policy on the cost, quality, and access to care in diverse patient populations.

### **Specialization in Psychiatric-Mental Health Nurse Practitioner – Lifespan**

The Psychiatric-Mental Health Nurse Practitioner-Lifespan (PMHNP) is a registered nurse prepared at the master's degree level who specializes in primary mental health care for individuals, groups and populations across the lifespan. The PMHNP program is designed for nurses who hold a Bachelor of Science in Nursing (BSN) who wish to advance their knowledge, education, and skills to practice in an advanced practice role as a PMHNP. This advanced practice nurse maintains a critical role in the health care team and ensures collaboration and the provision of safe, effective, coordinated care. As an independent member of the health care team, and in partnership with patients, the PMHNP provides a variety of evidence-based services and therapies. The PMHNP

assesses, makes diagnoses and plans care for complex psychiatric and concomitant medical issues, including the prescription and management of psychopharmacologic agents. The PMHNP advocates for patients and their families within a recovery and trauma-informed paradigm. The PMHNP ensures that patients and their families are engaged and actively participate in their behavioral health (mental health and substance use) care as they respond to the illness experience. The PMHNP continuously enhances their care through quality improvement and safety efforts and influences policy at the local, regional and national levels. The PMHNP melds the art and science of professional nursing and skillfully manages the acute and enduring issues posed by people with behavioral health issues across the lifespan. Graduates of this PMHNP Program are eligible to sit for the American Nurses Credentialing Center (ANCC) Psychiatric-Mental Health Nurse Practitioner (Lifespan; formerly known as Family Psychiatric-Mental Health Nurse Practitioner) competency based examination.

### **Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving health care outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Apply organizational and systems leadership to current healthcare issues for the promotion of quality, effective and safe patient care, including the emphasis on ethical and critical decision making, effective working relationships, and a systems-perspective approach.
- Model collaboration and coordination with interprofessional teams in health care systems delivering care to complex, multi-need patients, families and communities.
- Synthesize broad organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence based clinical prevention and population behavioral health care and services to individuals, families, and identified populations.

### **Specialization in Nursing Administration**

The Master of Science in Nursing Specialization in Nursing Administration prepares nurse managers who will provide leadership and management services to clinical care organizations. Successful decision-making strategies, evidence based practice, team building and collaboration, fiscal management, quality improvement, and creating a learning culture that supports high quality and safe patient care are considered within a systems approach to management. The specialization courses offered in the MSN, Specialization in Nursing Administration are designed using the Interprofessional Education Model to develop IPE competencies.

### **Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Effectively communicate with members of the multidisciplinary healthcare team in the design and management of healthcare delivery systems.
- Employ best evidence and judgment to make sound and ethical decisions that advance the quality and safety of healthcare and care delivery systems.
- Create and implement a plan for day-to-day operations for a clinical facility in order to maintain accreditation, meet organizational goals, achieve quality and safety outcomes, and carry out the mission of the facility.
- Provide effective, caring, culturally sensitive and fiscally responsible leadership to other members of the healthcare team in order to facilitate excellence in patient care services to diverse patient populations.
- Apply principles of leadership and management to foster an organizational culture that engenders lifelong learning, quality, safety, and competence in a clinical care organization.

### **Specialization in Nursing Informatics**

The Specialization in Nursing Informatics is designed for nurses who seek advanced education in informatics theory and practice. Nurses play an important leadership role in the implementation of health information technology in health care delivery organizations. Potential students include nurses who participate and in some instances lead the successful deployment of health information technologies to achieve improvement in the quality, safety, outcomes and thus value of health services in the United States. The goal is to equip RNs for leadership roles in informatics that includes the information and knowledge management best practices and effective technology capabilities for nurses identified through the Technology Informatics Guiding Education Reform Initiative (<http://www.tigersummit.com/>).

The Specialty courses offered in the MSN Program of Study in Nursing Informatics are designed using the Interprofessional Education (IPE) Model to develop IPE Competencies.

### **Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Collaborate with interprofessional teams to conduct a needs assessment, plan, design, transition to and evaluate information systems and innovative technologies.
- Employ evidenced-based practice resources and references to support the adoption and use of healthcare technologies at the point of care.
- Evaluate ongoing quality and process improvement for patient-centered care systems that optimize clinical workflow, care coordination, and patient outcomes.
- Appraise the healthcare technology environment to ensure compliance with ethical, legal and regulatory mandates and professional standards for advanced practice.

### **POST-GRAD FNP CERTIFICATE PROGRAM DESCRIPTION**

The Post-Graduate FNP Certificate will prepare advanced practice nurses to manage the care of individuals and families across the lifespan. This program is designed for nurses who hold a Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) or Doctor of Philosophy (PhD) who wish to advance their knowledge, education, and skills to practice in an advanced practice role as a FNP. Graduates are eligible to sit for the FNP national certification examinations offered by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners

(AANP). The program emphasis is to foster the FNP's abilities to critically think; make differential diagnoses; use evidence-based findings to improve healthcare outcomes; and be accountable for the provision of healthcare to diverse individuals and families in the areas of health promotion, disease prevention, management of acute and chronic health conditions and primary care. The FNP provides clinical management of primary care conditions in a variety of clinics and community-based settings.

\*This certificate program is a non-degree, graduate-level program. Upon completion of the program, participant receives a Post-Graduate Family Nurse Practitioner Certificate.

### **Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving healthcare outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Advocate for culturally sensitive health care systems and policies that meet ethical and legal standards as a means to improve outcomes and reduce disparity.
- Model collaboration with interdisciplinary and intradisciplinary teams in healthcare systems delivering care to complex, multi-need patients, families, and communities.
- Analyze the impact of national and global health policy on the cost, quality, and access to care in diverse patient populations

### **POST-GRADUATE PMHNP CERTIFICATE PROGRAM DESCRIPTION**

The Post-Graduate PMHNP Certificate program will prepare advanced practice nurses to provide primary mental health care for individuals, groups and populations across the lifespan. This Certificate Program is designed for nurses who hold a Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) or Doctor of Philosophy in Nursing (PhD) who wish to advance their knowledge, education, and skills to practice in an advanced practice role as a PMHNP. This advanced practice nurse maintains a critical role in the health care team and ensures collaboration and the provision of safe, effective, coordinated care. As an independent member of the health care team, and in partnership with patients, the PMHNP provides a variety of evidence-based services and therapies. The PMHNP assesses, makes diagnoses and plans care for complex psychiatric and concomitant medical issues, including the prescription and management of psychopharmacologic agents. The PMHNP advocates for patients and their families within a recovery and trauma-informed paradigm. The PMHNP ensures that patients and their families are engaged and actively participate in their behavioral health (mental health and substance use) care as they respond to the illness experience. The PMHNP continuously enhances their care through quality improvement and safety efforts and influences policy at the local, regional and national levels. The PMHNP melds the art and science of professional nursing and skillfully manages the acute and enduring issues posed by people with behavioral health issues across the lifespan. Graduates of this Post-Graduate PMHNP Certificate Program are eligible to sit for the American Nurses Credentialing Center (ANCC) Psychiatric-Mental Health Nurse Practitioner (Lifespan; formerly known as Family Psychiatric-Mental Health Nurse Practitioner) competency based examination.

\*This certificate program is a non-degree, graduate-level program. Upon completion of the program,

participants receive a PMHNP Certificate of Completion.

### **Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Synthesize theoretical and empirical knowledge derived from the physical and behavioral sciences and humanities as a basis for professional advanced clinical nursing practice.
- Devise evidence-based health promotion and disease prevention strategies at the patient, family, organizational, community, and population levels for the purpose of improving health care outcomes.
- Utilize current technologies to deliver, enhance, and document care across multiple settings to achieve optimal outcomes.
- Apply organizational and systems leadership to current healthcare issues for the promotion of quality, effective and safe patient care, including the emphasis on ethical and critical decision making, effective working relationships, and a systems-perspective approach.
- Model collaboration and coordination with interprofessional teams in health care systems delivering care to complex, multi-need patients, families and communities.
- Synthesize broad organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population behavioral healthcare and services to individuals, families, and identified populations.

### **ADMISSION REQUIREMENTS FOR THE POST-GRADUATE APRN CERTIFICATE PROGRAM**

To be eligible for admission to the Post-Graduate APRN Certificate program at National University, candidates must:

- Meet the University requirements for graduate study, listed in the General Catalog under admission requirements
- Hold a Master's or doctoral degree in nursing from a regionally and CCNE and/or NLNAC accredited program in nursing
- Provide proof of current, active, and unencumbered RN license in the State of residence
- Have a GPA of at least 3.0 in graduate course work, on a 4.0 scale
- Have 2-year recent clinical practice as a professional nurse
- Have completed the University Application for Graduate Admissions, including the application fee
- Have completed the Post-Graduate Certificate application packet
- Provide one official transcript from each college or university attended to the Department of Nursing
- Have three professional recommendation forms, preferably from individuals who hold graduate or doctoral degrees
- Provide evidence of specified immunizations, a report of a recent physical clearance, a clear drug screen and background check, and current BLS-AED certification

### **Curriculum**

The curriculum is based on the philosophy and conceptual framework for the University and the MSN program and considers the recommendations presented in the Standards for Accreditation of

Baccalaureate and Graduate Degree Nursing Programs (CCNE, 2013), *The Essentials of Master's Education in Nursing* (2011).

### **Faculty**

All Department of Nursing faculty have doctoral and/or master's degrees related to their field of nursing practice. In addition to being master educators and professional mentors for students and colleagues, they serve as facilitators, instructors, role models and resource persons in their particular area of expertise.

Faculty is responsible for facilitating the learning process and evaluating students according to the course objectives and the students' performance of the learning activities for a particular outcome. Clinical instructors evaluate the student's performance in the clinical setting.

The Department of Nursing Academic Program Director of the Master and Post-Grad Certificate Programs and Nursing Department Chair administer the MSN and Post-Grad Certificate programs. They are responsible for providing oversight of all nursing campuses and ensuring continuity and compliance with policies and procedures.

### **Students**

The MSN and Post-Grad APRN Certificate students will typically have other obligations and may have difficulty staying focused on their educational studies. Our students are adults seeking educational opportunities that meet their own goals and build on their previous personal and professional experience.

Understanding the qualities necessary to pursue a MSN degree or Certificate, it is expected that the students are self-directed and internally motivated. The students also present diverse learning styles, motivation, and experience. The MSN and Post-Grad APRN Certificate programs are designed to encompass the learning strategies that meet the adult learners need to participate in defining needs, goals, activities, and evaluation of outcomes.

## PROGRAM OF STUDY

Note: Student must pass all Core Courses before starting any specialty courses. In addition, student must maintain a B average (84%) in all Core and specialty courses.

<b>National University</b> <b>School of Health and Human Services</b> <b>Department of Nursing</b> <b>MSN-FNP Program of Study</b>					
Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 600	Advanced Practice Leadership	1 <sup>st</sup>	12		4.5 qu
NSG 620	Theory, Analysis, and Development	1 <sup>st</sup>	12		4.5 qu
NSG 623	Biostatistics	1 <sup>st</sup>	12		4.5 qu
NSG 606	Health Policy and Finance	2 <sup>nd</sup>	12		4.5 qu
NSG 622	QI	2 <sup>nd</sup>	12		4.5qu
NSG 607	Evidence Based Practice	2 <sup>nd</sup>	12		4.5 qu
NSG 681	Advanced Physical Assessment and Decision Making	3 <sup>rd</sup>	12	45 hrs	6 qu
NSG 682	Advanced Pathophysiology	3 <sup>rd</sup>	12		4.5 qu
NSG 641	Advanced Pharmacology I	3 <sup>rd</sup>	12		4.5 qu
NSG 642	Advanced Pharmacology II	4 <sup>th</sup>	12		4.5 qu
FNP683A	Primary Care of Adult and Aged	4 <sup>th</sup>	12		4.5 qu
FNP683B	Adult and Aged Practicum	4 <sup>th</sup>	12	180hrs	4.5 qu
FNP 680	Diversity Issues in Health Promotion And Disease Management	5 <sup>th</sup>	12		4.5 qu
FNP684A	Primary Care of Women and Children	5 <sup>th</sup>	12		4.5 qu
FNP684B	Women and Children Practicum	5 <sup>th</sup>	12	180hrs	4.5 qu
FNP685A	FNP Residency	6 <sup>th</sup>	12		4.5 qu
FNP685B	Residency Practicum	6 <sup>th</sup>	12	240hrs	4.5 qu
FNP689	FNP Capstone	6 <sup>th</sup>	12		4.5 qu
	Subtotals			645hrs	82.5 qu

<p style="text-align: center;"><b>National University</b>  <b>School of Health and Human Services</b>  <b>Department of Nursing</b>  <b>MSN-PMHNP Program of Study</b></p>					
Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 600	Advanced Practice Leadership	1 <sup>st</sup>	12		4.5 qu
NSG 620	Theory, Analysis, and Development	1 <sup>st</sup>	12		4.5 qu
NSG 623	Biostatistics	1 <sup>st</sup>	12		4.5 qu
NSG 606	Health Policy and Finance	2 <sup>nd</sup>	12		4.5 qu
NSG 622	QI	2 <sup>nd</sup>	12		4.5qu
NSG 607	Evidence Based Practice	2 <sup>nd</sup>	12		4.5 qu
NSG 681	Advanced Physical Assessment and Decision Making	3 <sup>rd</sup>	12	45 hrs	6 qu
NSG 682	Advanced Pathophysiology	3 <sup>rd</sup>	12		4.5 qu
NSG 641	Advanced Pharmacology I	3 <sup>rd</sup>	12		4.5 qu
MNP 643	Psychopharmacology in MH Care	4 <sup>th</sup>	12		4.5 qu
MNP 694	MH Care: Adults/Aging Adults	4 <sup>th</sup>	12		4.5 qu
MNP694A	Adults/Aging Practicum	4 <sup>th</sup>	12	240 hrs	4.5 qu
FNP 680	Diversity Issues in Health Promotion And Disease Management	5 <sup>th</sup>	12		4.5 qu
MNP 687	MH Care: Children/Adolescents	5 <sup>th</sup>	12		4.5 qu
MNP696B	Children/Adolescents Practicum	5 <sup>th</sup>	12	180 hrs	4.5 qu
MNP688A	Introduction to Psychotherapy	6 <sup>th</sup>	12		4.5 qu
MNP688B	Intro to Psychotherapy Practicum	6 <sup>th</sup>	12	90 hrs	4.5 qu
MNP689	PMHNP Capstone	6 <sup>th</sup>	12		4.5 qu
	Subtotals			555hrs	82.5 qu



**National University**  
**School of Health and Human Services Department of Nursing**  
**Post-Graduate FNP Certificate Program**

Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 681*	Advanced Physical Assessment and Decision Making	1 <sup>st</sup>	12	45 hrs	6 qu
NSG 682*	Advanced Pathophysiology	1 <sup>st</sup>	12		4.5 qu
NSG 641*	Advanced Pharmacology I	1 <sup>st</sup>	12		4.5 qu
NSG 642	Advanced Pharmacology II	2 <sup>nd</sup>	12		4.5 qu
FNP 683A	Primary Care of Adult and Aged	2 <sup>nd</sup>	12		4.5 qu
FNP 683B	Adult and Aged Practicum **	2 <sup>nd</sup>	12	180 hrs	4.5 qu
FNP 684A	Primary Care of Women and Children	3 <sup>rd</sup>	12		4.5 qu
FNP 684B	Women and Children Practicum**	3 <sup>rd</sup>	12	180 hrs	4.5 qu
FNP 685A	FNP Residency	4 <sup>th</sup>	12		4.5 qu
FNP 685B	Residency Practicum *	4 <sup>th</sup>	12	240 hrs	4.5 qu
	Subtotals			645 hrs	46.5qu

\* Experienced, practicing Advanced Practice Registered Nurse (APRN) can waive NSG 641 and NSG 681 if taken less than five (5) years prior to application to the Certificate Program. In addition, experienced, practicing APRN can waive NSG 682 if taken less than ten (10) years prior to application to the Certificate Program.

**National University**  
**School of Health and Human Services Department of Nursing**  
**Post-Graduate PMHNP Certificate Program**

Course #	Course Title	Quarter	Weeks	Clinical Hours	Quarter Units (qu)
NSG 681*	Advanced Physical Assessment and Decision Making	1 <sup>st</sup>	12	45 hrs	6 qu
NSG 682*	Advanced Pathophysiology	1 <sup>st</sup>	12		4.5 qu
NSG 641*	Advanced Pharmacology I	1 <sup>st</sup>	12		4.5 qu
MNP 643	Psychopharmacology in MH	2 <sup>nd</sup>	12		4.5 qu
MNP 694	MH Care: Adults/Aging Adults	2 <sup>nd</sup>	12		4.5 qu
MNP 694A	Adults/Aging Practicum	2 <sup>nd</sup>	12	240 hrs	4.5 qu
MNP 687	MH Care: Children/Adolescents	3 <sup>rd</sup>	12		4.5 qu
MNP 696B	Children/Adolescents Practicum	3 <sup>rd</sup>	12	180 hrs	4.5 qu
MNP 688A	Introduction to Psychotherapy	4 <sup>th</sup>	12		4.5 qu
MNP 688B	Intro to Psychotherapy Practicum	4 <sup>th</sup>	12	90 hrs	4.5 qu
	Subtotals			555hrs	46.5 qu

\* Experienced, practicing Advanced Practice Registered Nurse (APRN) can waive NSG 641 and NSG 681 if taken less than five (5) years prior to application to the Certificate Program. In addition, experienced, practicing APRN can waive NSG 682 if taken less than ten (10) years prior to application to the Certificate Program.

## INFORMATION PERTAINED TO MSN AND POST-GRADUATE APRN CERTIFICATE CLINICAL PROGRAMS

The MSN and Post-Grad APRN Certificate clinical programs require that students complete various hours of clinical practice, depending on the specialty (see specialty program information in the NU General Catalog). In addition to actual clinical hours, the student will spend additional hours studying, preparing and completing assignments, usually double the amount of time spent in actual class or role activities, depending on the time necessary to complete assignments and meet individual objectives.

Prior to taking clinical courses, students must satisfy all prerequisites and submit important documents for verification. Students must provide documentation of all clinical requirements.

These requirements include:

- Complete physical examination on file in the Department of Nursing office
- Personal health insurance
- Malpractice insurance
- Annual CPR certification
- Training in universal precautions and blood borne pathogens
- Training in HIPAA requirements
- Annual PPD or chest x-ray if positive
- Immunity status: Hepatitis B titer series, Rubeola, Rubella & Varicella
- Background Check\*
- Drug Screening

*(\*Annual re-testing as appropriate)*

All students will be required to complete a criminal background check before starting their first clinical lab/practicum. Some agencies also require livescan fingerprinting in addition to background checks. A positive criminal record will disqualify a student from continuing in the nursing program.

***NOTE: Individuals who have a positive record of criminal activity (including expunged records) must fully disclose this information and may not be able to obtain clearance to practice in clinical facilities. Individuals who have been convicted of any crime, whether misdemeanor or felony, may have difficulty obtaining a license to practice as a Registered Nurse in the state they wish to practice. The definition of conviction includes a plea of no contest as well as pleas or verdicts of guilty.***

*All questions regarding licensure should be directed to the appropriate Board of Registered Nursing at their states.*

Some agencies may require drug screening as a pre-requisite for admittance into a clinical practicum.

In addition, students may be required to provide additional documentation as required by specific agencies. Students must complete the clinical agency orientation before starting a clinical rotation.

## STUDENT RESPONSIBILITIES

### Clinical Requirement

Specific health and professional criteria must be met by all students before they can register for classes. This policy assures clinical facilities that students who are in the clinical programs meet minimum standards regarding health, liability, and licensure/certification. The NU Nursing Department has contracted with Castlebranch.com to track these criteria for all students. Instructions for creating an account may be found in Appendix D.

### Background Check

1. All students in clinical programs will be required to complete a criminal background check upon acceptance to the nursing program in order to attend clinical in a contracted facility. Students must also provide written authorization to the Nursing Department for the release of this information to clinical facilities (see Appendix F).
2. If a student's background changes such that his/her background check has been flagged as not clear, for any reason, the student will not be able to continue in the program.
3. In the event that the student feels that the background flag information is incorrect, it is the student's sole responsibility to immediately follow-up with the agency administering the background check and to provide written proof to Department of Nursing via a clear background check result.
4. Student's with a flagged background check (due to #3) will not be allowed to continue in courses with a clinical component until cleared. This will require the student to be placed on a re-entry space available wait list until the flag is removed.

### Drug Screening

A positive drug screen will prevent the student from entering the nursing program. During the nursing program a positive drug screen will cause the student not to be able to continue in the nursing program. See NU Drug and Alcohol Policy on page 55 in the General Catalog.

### Health Requirements

Health requirements must be current. Otherwise, the student will not be allowed to participate in any classes or clinical experiences. Proof of immunization (or titer, if applicable) for influenza, measles (rubeola), mumps, rubella, pertussis, varicella, diphtheria, tetanus, and a recent (within one year of admission) physical examination and tuberculin skin test or chest x-ray is required prior to initial course registration. The hepatitis B immunization series is also required. At least 2 of the 3 recommended hepatitis B inoculations must be completed prior to beginning coursework. The third dose may be administered after the start of the first clinical course.

Documentation of physical exam and TB screening is required annually throughout the student's program. Students with positive PPD need to provide Chest X-Ray annually if applicable. The health care provider must verify that student is in good health and can participate in the clinical setting. Any student who has a potentially communicable illness (including colds and flu) should not go to clinical. If in doubt, confer with your clinical facilitator and preceptor.

### Pregnancy and Other Illness Clearance

Upon verification of pregnancy, a medical clearance form is required granting the student permission to continue in the program. After delivery and before returning to the program, the student must submit another signed medical clearance form.

If a student's illness or injury requires medical disability, students must notify the Academic Program Director and MSN Coordinator as soon as it is feasible. Students on medical disability may not continue their clinical experience until they can provide documentation that their disability has resolved.

### RN Licensure

All students must hold an active RN license in the state they reside and conduct clinical practice experience.

### BLS Certification

All students are required to hold a minimum of current Basic Life Support (BLS) certification by the American Heart Association and should provide documentation of this, along with verification of current RN licensure. Any student who does not have current BLS certification must obtain it prior to enrolling in any clinical course.

### Malpractice Insurance

Students are required to maintain professional malpractice liability insurance coverage at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate, throughout the term of the students' practicum. **It is crucial that there is no lapse in your malpractice insurance.**

### Personal Health Insurance

Students are required to have personal health insurance and may be required to show proof at any time during the nursing program. The student's name must be listed on the policy or the student must be able to show proof of coverage.

### Universal Precaution/Blood Borne Pathogens & HIPAA Training

All students must provide documentation of annual Universal Precaution/Blood Borne Pathogens and HIPAA training. Student can obtain the certification of these trainings from their workplaces. HIPAA training can be accomplished from this resource: <https://www.citiprogram.org>. CITI HIPAA Certificate of Completion showing 80% correct is required.

### Course/Faculty/Clinical Setting

Students are required to document clinical hours using Typhon Group's Nurse Practitioner Tracking System. Instruction for this requirement is included in Appendix E.

At the end of each semester, students are asked to evaluate each course, the classroom and/or clinical faculty, and their preceptors and clinical placements. This is another component of the comprehensive, ongoing program evaluation in the Department of Nursing. The data are reviewed and changes are made when they are feasible and will strengthen the course/program. See

Appendix G for these Preceptor/Site evaluation form.

### **Special Accommodations**

Students with disabilities are encouraged to discuss academic accommodations with their professors the first day of class. Please refer to the General Catalog, Student Support Services, Students with Disabilities for further clarification.

### **Skills Competency**

Students are required to learn, practice and maintain continued competence in selected psychomotor skills as they progress through the program. At the completion of the BSN program, students will have acquired a selected skills set that will enable safe transition and practice as a graduate nurse. It is each individual students' responsibility to ensure that skills competency is maintained through continued practice in the Skills Laboratory, self-assessment and identification of areas where further practice and/or remediation is necessary. Students are provided a large array of practice supplies and items to achieve this requirement.

### **Transportation**

Students must provide their own transportation to clinical agencies. Students are responsible for their own parking at all clinical agencies. Clinical sites are located throughout the regions surrounding the campus. Therefore, students need to plan in advance to ensure they are able to reach these locations. Students are encouraged to carpool and have a plan for an alternate mode of transportation. Student assignments to the clinical/community facility cannot be made on the basis of carpools. Students are required to have auto insurance and may be required to show proof at any time during the nursing program. The student's name must be listed on the policy or the student must be able to show proof of coverage.

### **Equipment**

Required clinical equipment includes bandage scissors, wrist watch with second hand, stethoscope, name badge, penlight, black writing pens, small note pad and calculator.

### **Policy On Professional Appearance**

**Students enrolled in the NU MSN and Post-Grad APRN Certificate programs are expected to maintain an appearance that is consistent with the highest professional standards and that projects an image of cleanliness, competence and professionalism.**

#### Standards of dress for campus and classroom setting:

Business casual attire is required. Modest casual wear is appropriate on campus and in class. Shoes are considered standard apparel. Identification badges must be worn at all times while on campuses that require identification badges. The wearing of hats and hoodies are not permitted in the classroom.

#### Standards of dress for the clinical setting:

Below is the basic dress code for clinical settings; however, specific dress codes may vary with the

clinical agency. Students should confirm appropriate dress code with their clinical instructor and/or clinical agency.

NOTE: Failure to comply with the dress code guidelines may result in a student being dismissed from the clinical setting and/or may include a warning of clinical deficiency.

Students are expected to wear a white coat with emblem, name/picture ID when representing National University, Department of Nursing.

The following are expectations for all students regarding professional appearance. These shall be adhered to in any clinical or non-clinical setting where the student is representing National University as part of their nursing coursework.

1. Students attending clinical experiences will wear a National University nametag, over professional, business-like street clothes. No blue jeans; shorts; sports attire; or overly dressy clothing. Conservative hairstyle and makeup are recommended.
2. Clean, closed toe shoes and socks (must cover ankles) are to be worn. Clogs must have a strap around the heels. No sandals or flip-flops. No exposed, spring-heeled shoes.
3. A picture ID badge will be provided to students at the Program Orientation Session (on some campuses). This badge is to be clearly visible at all times when the student is engaging in clinical activity (including preparation) in all clinical agencies. Some facilities require both school and facility ID badges.
4. Makeup should be applied with moderation.
5. All tattoos must be completely covered at all times
6. Artificial enhancement, of any kind (polish, artificial components), to the fingernails is prohibited.
7. Body scenting (perfumes, splashes, lotions, colognes, etc.) of hair or skin is to be avoided. Ill patients are often adversely affected by scents.
8. One pair of stud earrings, an engagement/wedding band, and a watch may be worn. No other jewelry is permitted.
9. Hair must be kept clean, neat, confined (hair must not fall into the face or bodies of others) and of natural coloring. Personal hygiene must be maintained by all students when attending clinical activities. You may be dismissed from a clinical experience if you lack professional, personal grooming (offensive body odors, unclean hair, unkempt uniforms, etc.).
10. During cold or inclement weather, over-jackets or raincoats may be worn to facilities but must be stored inconspicuously during clinical hours.

### **Changes in Personal Information**

It is the individual students' responsibility to change database information, i.e., name, address, telephone number, etc. in SOAR in a timely manner. The Department of Nursing must also be notified in writing.

## **Unacceptable Professional Behaviors**

Students must demonstrate accountability and responsibility for their own behaviors in the classroom and during clinical/field experiences. Students are expected to model the values of human dignity and integrity during all care rendered and in all professional relationships.

When a student's behavior constitutes a disregard or indifference to the health, well-being or safety of a patient, client, family member, instructor, staff or peer, the student may be immediately dismissed from the class up to and including the nursing program and university. Examples of unprofessional behaviors include but are not limited to the following;

1. Violation of HIPAA and/or confidentiality of client confidentiality
2. Academic dishonesty as defined in the National University General Catalog
3. Assault, battery, or intent to harm another person
4. Placing a client in physical or emotional jeopardy
5. Disruption in the educational setting
6. Harassment or threatening behavior
7. Emotional outbursts in the clinical/field setting
8. Misrepresentation of ones' clinical experience in the patient care setting
9. Disregard for the standards set forth by National University Department of Nursing

## **Student Concerns and Issues**

National University, Department of Nursing faculty is committed to assisting all students to resolve concerns. It is expected that all nursing students will first follow appropriate communication channels (see Appendix B). Students also have the right to contact the California Board of Registered Nursing (BRN) and/or the American Association of Colleges of Nursing (AACN). Depending on the issue at hand, students should also consult the current NU General Catalog for information about how to resolve issues and grievances.

## **Unsafe Clinical Practice**

A student who demonstrates clinically unsafe nursing practice that jeopardizes the patient's or family's physical or emotional welfare may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the patient or health care agency. Unsafe clinical practice includes: behaviors related to physical or mental health problems, use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in critical thinking/clinical judgment or problem-solving skills.

The faculty member will identify and document in writing the student's unsafe clinical practice, advise the student regarding their performance and plan strategies for addressing the deficiencies. A student will be permitted to return to the clinical area following completion of the Learning Support



Plan, which outlines the strategies for addressing the deficiency. A Learning Support Plan will be completed by faculty and student. A copy of the Learning Support Plan will be forwarded to the student's faculty advisor. **Failure to comply with the Learning Support Plan will result in dismissal from the clinical site and nursing program.**

### **Untoward Student Health or Clinical Safety Incident**

Students must report all incidents to his/her clinical instructor and the clinical agency immediately after the incident occurs. All required documentation is to be submitted according to agency policy and medical treatment is the responsibility of the individual student.

### **Reportable Patient/Client Clinical Occurrence**

Any situation during clinical/field work that results in, or has the potential to result in, a threat to the patient's health and well-being such as death, injury, loss, abuse or maltreatment, neglect, contamination, medication error, or misappropriation of property must be reported immediately to the clinical instructor, the clinical Agency and to the Department of Nursing Lead Faculty.

### **Incident Report**

Students incurring a physical injury or needle-stick injury during a clinical rotation must immediately (1) report the incident to the instructor and the appropriate personnel of the clinical facility, and (2) complete the appropriate paperwork for the incident/accident report.

### **Clinical Procedures**

All clinical procedures requiring penetration of human tissue may only be practiced in the simulation lab setting using human patient simulators or task masters. Students may not practice on each other any invasive procedure to include, but not limited to the following: nasogastric intubation, intravenous line placement, injections, foley catheter insertion, tracheal suctioning, venipuncture, vaginal exams, digital prostatic exam, etc.

## **DEPARTMENT OF NURSING ACADEMIC POLICIES**

### **Course Outline**

Each course has a Course Outline (syllabus). It includes the University Catalog course description, expected outcomes, required text, methods of evaluation and grading criteria. The student is expected to access all course materials on the University's on-line learning management system (Blackboard) and be familiar with the course content and student expectations.

### **Guidelines for Written Papers**

The Department of Nursing requires the *Publication Manual of the American Psychological Association*, 6th edition, for all academic papers required in course work. APA format is the approved writing style.

### **Academic, Clinical, And Professional Conduct Policy Learning Support Plan (LSP)**

If student is not proceeding through the course as well as he/she had anticipated, student needs to

make an appointment with the course lecturer to discuss a plan for improvement. Likewise, if the teaching faculty believes that student's performance is not up to the expected standard, they will approach student to sit and discuss his/her progress. A Learning Support Plan will be used to document concerns and to lay out a plan for improvement.

### **Exam Guidelines**

1. Students are expected to arrive 15 minutes early to class to ensure that the examination is started on time.
2. Out of respect for all students, faculty reserve the right to not allow students to enter the room once the exam is in progress.
3. Students may not leave the room for any reason once the exam has begun.
4. All personal belongings, including water bottles will be placed on the floor.
5. Students may not use cell phones or other electronic devices that are not provided by faculty during exams. Personal electronic devices must be turned to "OFF".
6. Students will not be allowed to copy or to retain a copy of the exam.
7. Students may only use paper that is provided by the faculty during the exam.
8. Exam results/grades may not be available until the exam analysis has been reviewed and completed.
9. If a student is granted permission to take an exam at a time other than the scheduled date and time, a different form of the exam will be given.
10. Once the student has completed the exam, they are required to leave the room and they may not congregate in the hallways. Students shall return once class resumes.
11. If the faculty suspects cheating, the student will receive a grade of zero for the exam and may be subject to dismissal from the program without the possibility of readmission.
12. Nursing faculty shall follow the Student Discipline Policies and Procedures as outlined in the National University General Catalog.

### **Make-Up Quizzes and Exams**

Due to the compressed nature of the program there will be no opportunities to make-up missed quizzes or examinations. Additionally, no additional time will be allotted for students who are late to a quiz or exam.

### **Attendance**

Students must comply with the attendance policy of the university (see NU General Catalog) and those provided in each Department of Nursing course outline. Attendance in all nursing courses is conducive to the learning experience of each student. The learning that results from the interaction and sharing with other students is an important and integrative aspect of the learning process. Therefore, attendance at all classes is expected.

### **Tardiness**

Regular class attendance is a student obligation and the student is responsible for all the work including tests and written work of all class meetings. No right or privilege exists that permits a student to be absent from any given numbers or class meetings except instructor excused absences (illness, family emergencies, jury duty).

Students arriving late for an examination, quiz, or other activity will not be given extra time to

complete the exam, quiz or other activity.

### **Holiday Scheduling of Classes/Clinicals**

All holidays that occur during the normal Monday through Friday university schedule will be honored according to the university master calendar. Anytime the campus is closed, no classes will be held.

### **Progression Requirements**

Students who are unsuccessful in their first attempt at any of the nursing courses, or who take a break from the course sequencing for any reason will be placed in subsequent cohorts on a space available basis; that is if and when openings in the class are available. If a student leaves his/her original cohort for any reason, there is no guarantee of space in another cohort and the student might not be able to finish his/her nursing program.

Students who are not enrolled in classes for a period of 12 months or more are discontinued from the nursing program and University and must re-apply for admission. Students who reapply will be automatically processed into the newest University catalog and must petition for Catalog Rights to the Committee of Application Standards in order to return to a previous catalog. Please work with the Faculty Advisors to determine if this petition is the right step for you. For students who take a break from the Program, a schedule change form must be submitted which will then be evaluated by the Department of Nursing. Students should contact the Nursing Program Coordinator at [MSNprogram@nu.edu](mailto:MSNprogram@nu.edu) for assistance with this process.

### **Grades and Grading System**

Please refer to the latest NU General Catalog for explanation of Grades and grading policy for Graduate Students: <https://www.nu.edu/OurPrograms/Catalog.html>

### **Professional Standards**

Integrity is of utmost importance in upholding the standards of professional and personal conduct. It includes being accountable for one's own conduct as well as assuming responsibility for the professional behavior of one's colleagues within the profession. Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity oneself, encouraging colleagues to be honest and responsible and refusing to ignore or cover up breeches of integrity such as cheating, stealing, or falsifying records. The process of becoming a professional begins by integrating these core values into everyday life.

Professional standards are to be maintained. A student who demonstrates unprofessional behavior or behavior which indicates unsafe practice or improper classroom behavior (online and/or in person) may be denied progression or may be dismissed from the program. The Code of Ethics for Nurses is in Appendix C.

### **Academic Integrity/Plagiarism**

Academic integrity, cheating and plagiarism is not expected to occur and is treated very seriously in accordance with the University guidelines. These violations can occur in the clinical setting as well as in the class room. This includes all types of required written work and also patient assessments and clinical plans of care. Most courses will utilize the University plagiarism detection

feature.

**Expectation:** Both the Department of Nursing and the university expect academic integrity in all projects, papers, examinations, and assignments.

**Definitions:** Academic Integrity: The maintenance of academic integrity and quality education is the responsibility of each student at National University. Cheating or plagiarism in connection with an academic program is an offense for which a student will be expelled, suspended, or given another disciplinary action.

*Academic dishonesty diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:*

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- Students completing any examination should assume that external assistance (e.g. books, notes, calculators, and conversations with others) is prohibited unless specifically authorized by the instructor.
- Students may not allow others to conduct research or prepare work for them without advance authorization from the instructor.
- Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

**Fabrication:** Intentionally falsification or invention of any information or citation in an academic exercise.

**Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

**Plagiarism:** To steal or pass off the words or ideas of another as one's own, or to use without crediting the source.

*Any incident of violation of the Academic Integrity Policy may be handled by a faculty member or may be treated as a judicial action. Documentation of a violation and any resulting discipline may be placed in the student's file.*

**Cheating, plagiarism, fabrication and facilitating academic dishonesty will receive an "F" for that assignment plus permanent probation for all student(s) involved.**

## **Professional Behaviors**

The Department of Nursing MSN faculty believes that students must demonstrate accountability and responsibility for their own actions and behaviors throughout the MSN program and most importantly when representing National University in the classroom, community and/or clinical setting. As National University student nurses, they are expected to demonstrate ethical behavior and professional values and standards when rendering care and in situations when representing the Department of Nursing program. Nursing students are expected to adhere to the Code of Academic and Clinical Conduct.

Professional conduct is an expectation for all National University MSN nursing students. Students shall, at all times represent himself/herself as a professional student and representative of National University.

In order to ensure a safe and healthy learning environment for all students, staff and faculty, a faculty member has the unquestioned authority to take immediate corrective action in the classroom and/or clinical facility. Any student whose conduct, classroom or clinical performance, or health is in question may be required to leave the classroom/clinical facility.

## **Civility in The Classroom**

### A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established.

- When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a class are respected and responded to in a professional manner.
- No side conversations or other distracting behaviors are engaged in during class discussions or presentations.
- No offensive comments, language, or gestures are part of the classroom environment.
- Cell phones and other electronic devices (notebooks accepted) are placed in the “off” mode during class time.
- Children and pets (guide dogs excepted) are not brought to class.

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

## **Online Student Code of Conduct**

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to university computer systems and information technology. To that end, students will adhere to the following online code of conduct:

- Access National University courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the University’s computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and form of verbal abuse.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation

to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.

- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in the General Catalog.

### **Classroom Conduct Guidelines**

The National University Faculty believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace, therefore:

- Classroom conduct is expected to demonstrate mutual respect toward faculty, students and staff.
- Students are expected to arrive on time and to stay for the entire class. Students arriving late are a major distraction to fellow students and the faculty. When guest speaker's visit, the impression they have of our school, program, and its students are formed by the behavior that they observe in the classroom.
- When emergencies occur and students must arrive late, or leave early, professional courtesy requires that the faculty teaching be notified.
- It is expected that students will be ready to work and listen at the beginning of class and after breaks. Prompt, timely return to class following breaks is expected. Please respect the instructors' break time and do not interrupt until class restarts. Professional behavior means that students do not have to be called to order repeatedly.
- All cellular phones and pagers must be turned off or set on the vibrate mode during class time. Laptop computers will only be allowed in the last row of occupied seats in the classroom. No audiotaping, videotaping or digital photography is allowed in the classroom.
- Students arriving late for quizzes, exams or presentations will not be given extra time. Doors will be locked at the start of presentations and you will not be admitted until the team presentation is completed.
- Questions and comments directed to the entire group and presented in a collegial, professional manner are encouraged. If there are comments pertinent to the topic of discussion, they should be shared with the entire class. An undercurrent of side conversations or non-class related activities are disturbing to the learning atmosphere. All offenders will be asked to leave class and will be marked absent.
- Permission to eat and drink during class may be granted at the discretion of the course faculty. No chewing gum or sunflower seeds will be permitted in class.
- During all quizzes and exams, all personal belongings, drinks, etc. will be removed to the side of the classroom prior to starting the test. Only the test papers and 1-2 writing utensils

will be allowed on or near the desk. If testing on computer, nothing will be allowed at the desk.

- Be sure to learn the vocabulary. Students whose primary language is other than English may use translators or dictionaries for classroom activities only with prior permission. These will not be permitted during testing.
- Any suspicion of plagiarism, cheating or unprofessional conduct on required assignments or during exams will not be tolerated. The student may be asked to do the assignment over or may fail that assignment. With exams, the student(s) will not be allowed to finish the exam and will receive a score of zero for that exam. There is the possibility of further consequences in any of these instances.

## NATIONAL UNIVERSITY TOPICS

### Catalog Information

National University students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to be aware of University regulations and to abide by them. These policies and procedures are outlined in the General Catalog and are on the university website at [www.nu.edu](http://www.nu.edu) which is free to all students.

For the full policies and procedures governing students, please refer to the National University General Catalog.

### Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some forms academic dishonesty may take.

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Representing the words, ideas, or work of another as one's own in any academic exercise.
- Conducting any act that defrauds the academic process.

Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form, regardless of intent, is a grave offense and will not be tolerated.

If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options:

- Require a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion.
- Require that the work be rewritten.
- Issue a lowered or failing grade for the assignment.
- Issue a lowered or failing grade for the course.
- Request formal disciplinary action by the Judicial Affairs Officer.

If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a review from the Disciplinary Appeals Committee, convened by the Judicial Affairs Officer (JAO). The student must submit an e-form electronically via the student portal within 45 days of the submission of the grade for the course. The student must attach clear, substantiating documentation that demonstrates grounds for appeal to the e-form. If the evidence meets the criteria, the JAO forwards the student's e-form to the instructor. The JAO then refers all documentation to the Disciplinary Appeals Committee. Students are responsible for the work they submit and intent cannot be determined, so



neither is grounds for appeal.

### **Disciplinary Appeals Committee**

A standing committee, the Disciplinary appeals Committee consists of three or more faculty members. The Disciplinary Appeals Committee considers the documentation and may decide either to change or uphold the allegation.

The Disciplinary Appeals Committee will render a final decision within thirty (30) days of receiving the e-form information from the JAO. This decision is then forwarded to the JAO who notifies all parties via e-mail.

The decision of the Disciplinary Appeals Committee on these matters is final and cannot be appealed.

It is the instructor's responsibility to report any reasonable suspicion of academic dishonesty to the Judicial Affairs Officer so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair. Upon request for disciplinary action or upon repeated offenses, the Judicial Affairs Officer will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

### **Essential Functions**

All nursing students must meet the following **MINIMUM** mental and physical qualifications throughout the nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed- to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediments.
- Physically perform up to a twelve hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculations for medication preparation and administration.
- Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and word usage.
- Make appropriate and timely decisions under stressful situations.

In carrying out the nondiscrimination policy of the Department of Nursing with regard to students and applicants with disabilities, the Department will endeavor to make reasonable modifications and otherwise reasonably accommodate students and applicants with disabilities. Students with disabilities should consider their ability to meet the above qualifications with reasonable accommodation. Any requests for accommodation will be considered through the University's Office

of Scholarships and Special Services as described in the university catalog.

### **Nursing Skills and Simulation Laboratories**

The nursing skills and simulation laboratories provide nursing students with an additional learning resource to meet their educational goals. The lab is equipped with high and low fidelity simulators. The lab provides students with a realistic, simulated clinical environment to practice and demonstrate competency of selected nursing skills. Open lab times are posted.

Please keep in mind that the following guidelines should be followed during your attendance in the nursing skills open lab:

- No eating or drinking in the labs.
- No children allowed in the labs.
- Please turn your cell phone off or on vibrate before entering the labs.
- PLEASE clean up after yourself.
- Wipe up any spills on the floor.
- Keep all beds in appropriate positions with linens straightened before leaving.
- Students are required to return clean equipment to its proper place after use.
- All simulated practice needles are to be disposed in sharps containers.
- Needles and syringes are not to be discarded in trash containers.
- If you are accidentally stuck with a non-sterile needle or your skin comes in contact with contaminated material, you must immediately go to the Assistant Clinical Lab Director/or other supervising faculty on campus.
- Lab resource books, movies and supplies MUST NOT leave the lab.
- Please return all media to proper storage areas or to lab personnel after use.
- If equipment is needed, please e-mail Assistant Clinical Lab Director at least by 0900 the day before open lab.
- Please save equipment obtained in labs for practice during open lab times.
- Report any incidents or malfunctions of any equipment to the Assistant Clinical Lab Director immediately.
- Do not move mannequins. If a mannequin needs to be moved contact Assistant Clinical Lab Director.
- Keep personal belongings with you during the lab session, please take them with you when leave.

\*If a latex or betadine allergy exists or is suspected, please notify your clinical instructor or lab coordinator.

### **Impaired Student**

A student who, in the opinion of the instructor, is exhibiting impaired behaviors will be removed from any classroom or clinical setting. It is in violation of the law, and of university policy to obtain, possess, prescribe, administer to self or to another person any controlled substance or patient medications not prescribed by a physician. See NU Drug and Alcohol Policy on page 55 in the General Catalog.

### **Concern of Faculty**

Optimal health is an important factor in safely achieving academic and clinical performance requirements. Impaired health status, which includes physical problems, mental/emotional problems, and drug and alcohol use/abuse, affects academic and clinical performance.

Substances which may impair student performance include legal drugs (prescription and over-the-counter), illegal drugs, alcohol, and other chemicals. The potential risk to self and others is unacceptable. Therefore, the policies on Impaired Student will be implemented as necessary. Refer to the Board of Registered Nursing Guidelines of 11/84. Confidentiality will be strictly maintained at all times.

### **Assessment**

The student shall be removed from the classroom or clinical setting when the student's behaviors and performance pose a danger to the safety and well-being of self or others. These behaviors may include:

- Physical impairment
- Mental or emotional impairment
- Impaired judgment and/or disruptive actions
- Inconsistent behavior patterns

### **Procedure**

When a student, in the instructor's opinion, is exhibiting any of the above behaviors, the following actions will be taken:

- The student shall be excluded from the classroom.
- The instructor shall immediately report the incident to the Department of Nursing Chair (Program Director).
- The student shall immediately report to the campus Associate Director, Department of Nursing for investigation pursuant to university regulations.
- The student shall be referred for further professional assessment. The student shall be given a referral form indicating the impaired behaviors which led to the classroom exclusion. This form must be signed by a health care professional indicating clearance, and returned to the instructor before the student may be readmitted to the nursing classroom.
- The professional assessment shall be performed by someone other than a member of the National University faculty.
- The instructor shall call the student's emergency contact person for transport from the campus.

### **Dismissal from the Program as an Impaired Student**

If the student is believed to be impaired, and therefore a danger to self or others, and refuses to submit to further professional assessment, the student will be dismissed from the Nursing Program. The student may also be subject to suspension or expulsion from other university programs in accordance with the university rules and regulations. If the student submits to further professional assessment and is found to be impaired, and therefore a danger to self or others, the student will not be able to continue in the Nursing Program and required to provide proof of having received professional treatment prior to re-entry.

## **Readmission to the Program after Dismissal for Impairment**

After a minimum period of six months from the time of dismissal, but within a one-year period of time lapse, the student may petition for readmission to the Nursing Program. The requirements for readmission are:

- The student shall submit a petition to the Chair of the Department of Nursing (Program Director).
- The student shall provide proof of active participation in a recognized treatment program on a regular basis and evidence of rehabilitation and/or recovery at the time of petition for re-entry.
- The student will be required to participate in on-going rehabilitation and treatment as a condition of readmission.
- If admitted to the Nursing Program and required to participate in on-going rehabilitation treatment, the student shall provide evidence of such continued rehabilitation treatment on a schedule as determined by the Chair (Program Director), Department of Nursing.
- Failure to submit evidence of on-going rehabilitation treatment will result in permanent dismissal from the Nursing Program.
- Readmission is on a space-available basis.
- A second documented incident of impaired behavior will result in permanent dismissal from the Nursing Program.

## **Student Rights to Program Records**

The University Registrar's Office maintains all transcripts and grades. Official and/or unofficial transcripts can be requested from this office.

The Family Educational Rights and Privacy Act of 1974 allow current and former students to inspect and review unrestricted official records, files, and data directly related to them. (refer to General Catalog, p. 47)

The statutes consider certain materials as outside the definition of "educational records" and thus, not open to inspection. The statute also specifies who may have access to the student's record or information therein:

- Current or former students who want to review their records shall provide, in writing, permission to allow access to restricted portions of their records.
- Program departments will give students an opportunity to review their files.
- Students have the right to correct any inaccurate or misleading entries or to insert a written explanation clarifying the contents of the student record. Student records contain information on the student's progress, evaluations, test results, and grades, which become a permanent part of the student's file. Grades are added to the student's file at the end of each course. Students may request, in writing, copies of their permanent record excluding third party documentation.

## STUDENT ACTIVITIES AND RESOURCES

### Student Participation in School of Nursing Committees

Student representation is welcomed in the Department of Nursing. Selection of students for various department committees shall be done on a volunteer basis depending on student interest. The request for student representation will be solicited electronically per cohort.

### National University Nurses Honor Society

Select students will be invited to apply for membership to the NUNHS which is the development chapter for full chapter status as a Sigma Theta Tau International Nursing Honor Society. Qualifications may be found at the [www.stti.org](http://www.stti.org) website. Further information will be provided to students who have completed at least fifty percent of the required coursework.

### Student Evaluations

Course and Instructor Evaluation: Student evaluations are conducted in accordance with university policies. Student course evaluations are conducted in classes representative of the nursing faculty's teaching assignment. The results of these evaluations are used by the Department of Nursing to maintain and revise theoretical and clinical content and clinical facility placements.

### Grievance Policy

See the National University General Catalog and Department of Nursing Grievance Procedure.

Student Grievance Procedures at National University are intended to provide a formal, standardized means for students to seek redress concerning actions of the faculty, administrators, or staff of the University. Further, the purpose is to establish standardized procedures and safeguards which shall be followed by the University in the adjudication of grievances. Grievances are unauthorized or unjustified action which adversely affects the status, rights, or privileges of the student. This process is not designed to replace the open communication and understanding that are vital to the academic process. See the National University General Catalog.

### Grade Appeals

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Office of the Registrar are presumed to be accurate and final. A student, who has questions about a grade received in a course, should seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

Grounds for a Grade Appeal: Students may appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade

- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., personal bias
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed with the process under “Complaints Relating to Discrimination and Sexual Harassment.”

### The Appeal Process

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

The student must submit an e-form electronically via the student portal to the school dean within 45 days of the submission of the grade for the course. The student must attach to the e-form clear substantiating documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, etc. The student must also attach documentary evidence of the level of achievement in support of the particular grade that the student believes he/she should have been awarded. If the evidence meets the criteria, the school dean forwards the student’s e-form to the instructor for a response, which the instructor must provide within fifteen (15) days. The dean then refers all documentation to the grade appeals committee.

### Grade Appeals Committee

A standing committee within each school in San Diego, the Grade Appeals Committee consists of three or more faculty members (full-time or associate) appointed by the appropriate School Dean. The Grade Appeals Committee considers the documentation and may decide either to change or uphold the grade.

The Grade Appeals Committee will render a decision within thirty (30) days of receiving the grade appeal e-form information from the School Dean. The Office of the School Dean will notify all of the following: the student, the instructor, and the Office of the Registrar.

If the student appeal is upheld by the appeals committee and the student is granted reinstatement into the program, the student will re-enter the program in the next available open position as determined by the campus Associate Director.

## Appendices

- A: MSN Student Handbook and General Catalog Acknowledgement Form
- B: Chain of Command/Communication Flowchart
- C: Code of Ethics for Nurses
- D: Background Check Process for Students
- E: Typhon Clinical Hours Tracking
- F: Release of Information Authorization
- G: Preceptor/Clinical Site Evaluation
- H: Learning Support Plan

Appendix A



DEPARTMENT OF NURSING

**Student Handbook and General Catalog Review Form**

I, \_\_\_\_\_, acknowledge that I have received a copy of the National University Department of Nursing Student Handbook and the current NU General Catalog, and that I am responsible for reviewing and complying with the policies and procedures listed in both of these documents.

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Print Name

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Signature

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Date



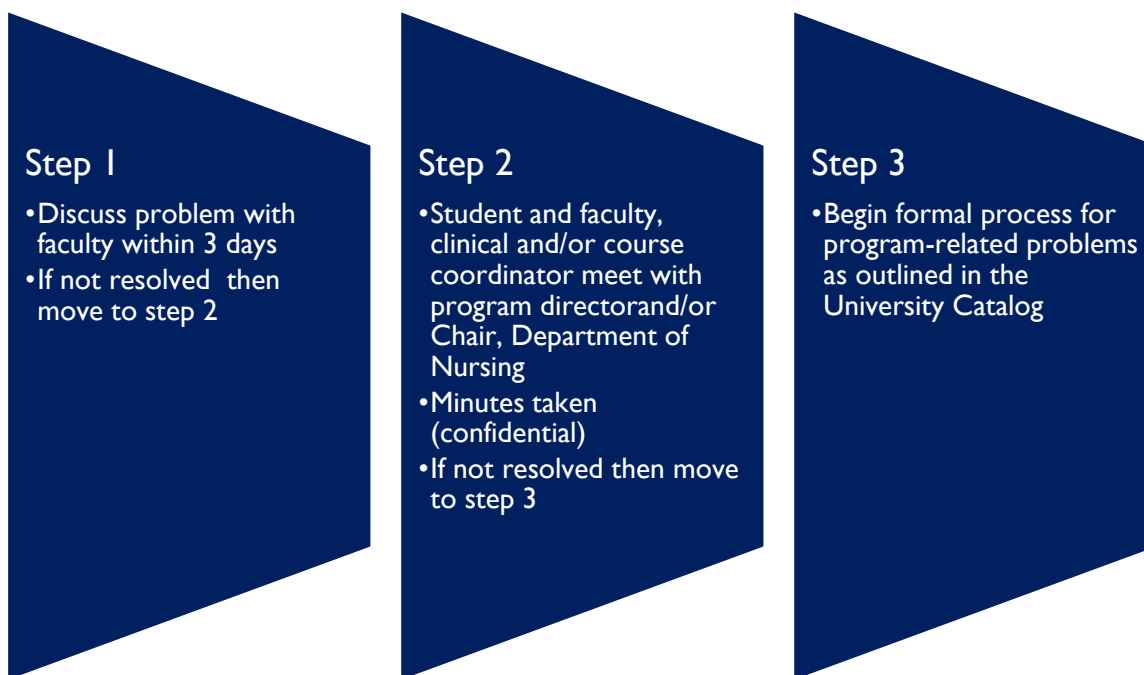
## Appendix B



### DEPARTMENT OF NURSING

#### **Procedure Governing Problems with Progress in the Program COMMUNICATION PROCESS**

When a student is having a problem with the Nursing Program or a student who is notified that he/she is not meeting the standards of the Nursing Program in either the classroom, nursing skills laboratory, or clinical facility, the student should meet first with the Course Coordinator or (if the deficit is in clinical practice) with the Course Coordinator and the Clinical Nursing Faculty. The student should seek clarification of the deficit and work with the faculty to construct a plan for improvement. This process is represented below. At any time the student may also consult the current National University Catalog for University-level problem solving procedures.



## Appendix C

### **CODE OF ETHICS FOR NURSES (AMERICAN NURSES ASSOCIATION)**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

## Appendix D



### SCHOOL OF HEALTH AND HUMAN SERVICES DEPARTMENT OF NURSING

## BACKGROUND CHECK PROCESS FOR STUDENTS

Castle Branch is a service that allows students to order their own background checks online. Information collected through Castle Branch is secure, tamper-proof and kept all the information from one source. Test results will be posted on the Castle Branch website where students can view them.

### Before Placing Your Order

1. **Required Personal Information:** In addition to entering full name and date of birth, student will be asked for social security number, current address, phone number, and email address.
2. **Immunization:** Immunization trackers provide secure online storage for all of important documents. At the end of the background check order process, student will be prompted to upload specific documents required by the school for immunization, medical or certification records.
3. **Standard Drug Test:** CertifiedBackground.com provides a network of over 11,000 collection sites nationwide, making it easy to reach a testing facility from any campus in the United States. To locate a drug testing facility, visit [Quest Diagnostics](#) or [LabCorp](#). The required Drug Testing Form can be found on the CertifiedBackground.com website. After placing drug test, student will receive an email directly from the lab, within 24-48 hours, containing information to complete the drug test.
4. **Payment Information:** All cost for this service has been included in your tuition fee.

### Place Your Order

- Go to: <https://www.castlebranch.com/sign-in>, click on “Students” and enter package code for Background Check + Drug Test.
- After placing your order on CertifiedBackground.com, you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.
- Go to: <https://www.castlebranch.com/sign-in>, enter the password provided, then click “View”. On the next screen, enter the last 4 digits of your social security number to access your information. To see your order status, return to <https://www.castlebranch.com/sign-inwith> your password. Your order will show as “In Process” until it has been completed in its entirety.
- If you have any additional questions, please contact Certified Background Student Support at 888.850.4314 or email: [https://www.castlebranch.com/contact-us/stufacstaff\\_contactservicedesk](https://www.castlebranch.com/contact-us/stufacstaff_contactservicedesk)

### Immunization Tracker Requirements

1. **CPR Certification:** Must be American Heart Association Health Care Provider Course. Copy of BOTH the front AND the back of your card is required and the card MUST be signed. Renewal date will be set based on expiration of certification.
2. **Health Insurance:** Provide a copy of your current health insurance card OR proof of coverage. Copy of both front and back of your card is required. Need to be resubmit one year from date of review. Verification of coverage from the provider is required if the name

- on the document does not match (for example, a student's parents or their maiden name appears on the document)
3. Physical Examination: Upload documentation of your completed physical examination, using the provided form. The form must be completed and signed by a medical professional. Examination needs to be completed within the past 12 months and resubmitted one year from the date of expiration.
  4. Professional Liability Insurance: Provide documentation of current Professional Liability insurance coverage at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate. The date of expiration will be set as the renewal date, or 1 year from date of expiration.
  5. Professional License: Provide proof of a current, active and unencumbered RN license in the state of residence and/or where the clinical preceptored placements will occur.
  6. Influenza: Submit documentation of flu shot administered during the current flu season (September-March).
  7. Varicella: There must be documentation of one of the following:
    - Evidence of 2 vaccinations or positive antibody titer
    - If antibody is negative after 2 vaccinations, repeat a 2 vaccine series
  8. Measles (Rubeola), Mumps & Rubella (MMR): There must be documentation of one of the following:
    - Evidence of vaccination: 2 vaccines or 3 component positive antibody titers (1 for Rubeola, 1 for Mumps & 1 for Rubella)
    - Negative antibody titer: repeat 2 vaccine series
  9. Tetanus, Diphtheria & Pertussis (Tdap): Submit documentation of a Tdap booster within the past 10 years.
  10. Hepatitis B: There must be documentation of one of the following:
    - 3 vaccinations or positive Hepatitis B surface antibody titer
    - If titer is negative after vaccination, repeat 3 vaccine series.
  11. TB Skin Test (1 Step):
    - A TB test is required to be completed annually or negative QuantiFeron Gold blood test
    - If the results are positive a clear annual ChestX--Ray.
  12. Annual HIPAA Certification: Submit the certification of completion from an employer or CITI HIPAA training with CITI HIPAA Certificate of Completion showing 80% correct.
  13. Annual Universal Precautions & Blood Borne Pathogen Course: Submit the certification of completion from an employer.
  14. Handbook Acknowledgement: Sign and submit the provided form.
  15. Release Information: Sign and submit the provided form.



SCHOOL OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF NURSING

**AUTHORIZATION for HEALTH CLEARANCE and BACKGROUND CHECKS**

**The NU Department of Nursing maintains legal contracts with clinical agencies and must follow each agency's policies in order to allow nursing students to practice nursing for the required clinical nursing courses. The Department and students must maintain compliance with agency policies, such as nursing standards of practice, health, CPR, drug screens, and criminal background requirements.**

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to the requirement for me to follow the policies and procedures of the Department of Nursing and agencies for clinical.

\_\_\_\_ 1. I understand I must submit a completed NU physical exam form to NU by the required date.

\_\_\_\_ 2. I understand I must submit verification of Hepatitis B immunization by the required date.

\_\_\_\_ 3. I understand I must provide evidence of tuberculosis testing on an annual basis while a student in the nursing program by the required date.

\_\_\_\_ 4. I understand I must submit current documentation prior to the required date.

- Unencumbered RN license, if applicable
- Standard Precautions training
- Current CPR documentation (ONLY Healthcare Provider via American Heart Association; no other certifications acceptable)
- Health Insurance Portability and Accountability Act (HIPAA) training

\_\_\_\_ 5. I understand I must submit to and pay any costs required for criminal background checks, including state and federal checks, and agency required drug screens. I understand that unsatisfactory results from any required criminal history check or drug screening may result in a failure to be approved for required placement assignments, and as such may result in my inability to progress through the NU Department of Nursing programs, as such required placements are prerequisites to the completion of any Department of Nursing degree.

**Criminal Background checks:**

Prior to admission into NU Department of Nursing program and Annually thereafter.

-----6. I understand a clinical agency may require additional components of a criminal background check, other than those required by the Department of Nursing, as well as drug screening. I understand I am required to pay for any and all criminal background checks and drug screens required. I understand the results must be sent directly to the Department of Nursing. I understand that a copy of the results will be sent by the Department of Nursing to the clinical agencies to which I am assigned.

-----7. I understand an agency may require me to meet with agency representatives regarding

disclosure of my criminal background check. I understand if the assigned clinical agency does not accept me as a nursing student based on my criminal background check, it may result in an inability to progress through the NU Department of Nursing programs, as such required agency placements are prerequisites to the completion of any Department of Nursing degree.

-----8. I understand if my name is on a Sex and/or Violent Offender Directory maintained by any State, or if I am required to register on any Sex and/or Violent Offender Directory maintained by any State, the Department of Nursing may deny admission or if admitted, may dismiss me from the nursing program. I further understand if my name is on Medicare/Medicaid Exclusion list, the Department of Nursing will deny admission or if admitted, will dismiss me from the nursing program.

\_\_\_\_ 9. I understand I must disclose in writing any convictions of any misdemeanors or felonies in any State, or country to the Department of Nursing prior to entry into the Department of Nursing program. I understand if an assigned clinical agency does not accept me as a nursing student based on my criminal background, it may result in an inability to progress through the NU Department of Nursing programs, as such required agency placements are prerequisites to the completion of any Department of Nursing degree.

\_\_\_\_ 10. I understand the Department of Nursing reserves the authority to determine my eligibility to be admitted to the program and/or progress in the program. I understand that any conviction will be a factor used to determine if I will be admitted to the program.

\_\_\_\_ 11. I agree to maintain confidentiality of clients and organizations in which I work as a nursing student, including compliance with the Health Insurance Portability and Accountability Act (HIPAA), and abide by the policies and procedures of such patients and organizations regarding the privacy and security of patient and organizational information.

\_\_\_\_ 12. I understand I may be required to submit to drug screens at my expense as required by an individual agency used for my clinical experiences. I understand the results must be sent directly to the Department of Nursing. I understand that a copy of the results will be sent by the Department of Nursing to the assigned clinical agencies. I understand a copy of positive results of a drug screen may be sent to the following university offices: Office of Student Services, Office of the Dean Gloria McNeal of the Department of Nursing, and to the Office of the President of University Compliance.

\_\_\_\_ 13. I understand that failure to comply with the above Department of Nursing requirements, health clearance, and background checks and/or drug screens, and nursing policies may result in denial of admission into a Department of Nursing program or course, or dismissal from a Department of Nursing program or course.

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Signature

Date

---

Print Name

## Appendix E



**SCHOOL OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF NURSING**

### **TYPHON CLINICAL HOURS TRACKING**

Students are required to utilize Typhon Group's Nurse Practitioner Student Tracking System, also called NPST, to document clinical hours. It is an internet-based system, so students can log in from anywhere with internet access.

Students will choose the data entry login for the Nurse Practitioner Program. Students should have received login information which was sent to student's email account, using the Typhon system from the Typhon Coordinator, along with a direct link to the login page. Be sure to bookmark this login page for future reference. Then, just enter login and password information and press log in to continue.

In case students forget login and password information, to the right of the password box is a link that says "Forgot Login or Password". After entering e-mail address and press submit, the system will verify the information and will immediately e-mail the login and password information to the registered email.

Student should start the first tutorial video before using this program. The video will show everything that the NPST System offers.

- The very first time student logs in to the system, student will be forced to set up default choices. This includes current course, semester, preceptor and clinical site. If preceptor or site is not listed, e-mail the faculty. Student can choose another item temporarily until the correct item is added to the system, then go back and edit the cases to pick the correct item.
- There is a learning curve, this is a lot of information to collect for documentation. For the first two to three days, it may take 5-10 minutes to enter each encounter, but that drastically drops by the end of the first week and by the end of the second week that time is less than half that per encounter.
- Student should always try to enter today's cases TODAY - don't wait until the end of the week to enter them.
- When student completes data entry for the day, be sure to log out. This ends student's session on the server. If you are at a community computer (like a clinical site or a library), it's also a good idea to log out, plus close the Internet Browser. This will prevent the next person from pressing the "back" button.
- If student has a technical problem with the system, go to HELP section and click "Instructions and Video Tutorials". There, just under the tutorial links student will find a technical support link. Fill out the support request form and Typhon Group will respond directly by the next business day. If student has a clinical question, or an item is missing in a drop down list, contact the faculty.

Appendix F



**SCHOOL OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF NURSING**

**RELEASE OF INFORMATION AUTHORIZATION**

I hereby authorize National University, Department of Nursing, to release my social security number, health status information (including physical examination findings, immunization status, and results of screening examinations), and information regarding RN licensure, malpractice insurance coverage, and BLS certification as requested by agencies in which I will be obtaining clinical experiences. I understand that it is my responsibility to assure that this information is accurate and is kept up to date. I further understand that failure to supply or maintain the currency of the information will result in exclusion from classes and/or clinical placements.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



Appendix G



NATIONAL UNIVERSITY  
SCHOOL OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF NURSING

**Student Evaluation of the Preceptor**

<b>Name and Degree of Preceptor:</b>	<b>Rotation Date:</b>
<b>Name of Site/Location:</b>	<b>Course:</b>

**Please indicate your evaluation of the Preceptor:**

**Strongly Disagree (1); Disagree (2); Agree (3); Strongly Agree (4); Not Applicable (0)**

<b>The Preceptor:</b>	<b>Rating</b>	<b>Comments</b>
1. Is available to student.		
2. Assists student in developing realistic and appropriate learning objectives.		
3. Identifies learning experiences for the student that enables achievement of the student's learning objectives.		
4. Demonstrates understanding of student's strengths and knowledge.		
5. Has realistic expectations for student based on student's level in FNP		
6. Encourages student to accept increasing responsibility.		
7. Reviews student's charting and provides appropriate feedback.		
8. Allows student opportunities to recommend diagnostic tests and		
9. Encourages student questions.		
10. Serves as an excellent role model for providing holistic primary care.		
11. Provides immediate and appropriate feedback regarding student's		
12. Would you recommend this preceptor for other students? Why/why not		



**NATIONAL UNIVERSITY  
SCHOOL OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF NURSING**

**Student Evaluation of the Clinical Site**

<b>Name of Site/Location:</b>	<b>Rotation Date:</b>
<b>Name and Degree of Preceptor:</b>	<b>Course:</b>

**Please indicate your evaluation of the Clinical Site:**

**Strongly Disagree (1); Disagree (2); Agree (3); Strongly Agree (4); Not Applicable (0)**

<b>The Clinical Site:</b>	<b>Rating</b>	<b>Comment</b>
1. Adequate space is provided for student to see clients & complete clinically relevant work.		
2. Adequate time is given to see clients & report to preceptor.		
3. There are sufficient numbers of clients to meet students' learning needs/objectives.		
4. The types of clients are varied as to age & type of problem <b>or</b> appropriate for the course learning objectives.		
5. The clinical setting offers a variety of learning experiences.		
6. Student is given the opportunity to follow-up with clients &/or problems of interest.		
7. Reports from lab, x-ray & special procedures are accessible to student for review.		
8. Lab, x-ray & special procedure reports are shared/reviewed with student.		
9. Support staff are appropriately helpful to student.		
10. Support staff are accepting of student's role.		
11. The philosophy of the site is to provide: a. health promotion & disease prevention only b. disease diagnosis & management only c. Both		
12. Professional references (i.e. office/clinical library) are available for student's use.		
13. Client education materials are available to supplement client's learning (i.e. pamphlets, flyers)		
14. Community resources, agencies & other professional disciplines are involved with client care/follow up.		
15. Would you recommend this clinical for other students? Why/why not		

## Appendix H

**DEPARTMENT OF NURSING**

**LEARNING SUPPORT PLAN**

Date:		Course:	
Student:		Faculty:	
Beginning Date of Learning Support Plan		Ending Date of Learning Support Plan	
Brief Description of the problem(s):			
<b>Nature of the Problem</b>		<b>Supportive Evidence of the Problem</b>	
<input type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness			
<input type="checkbox"/> For Clinical Absence- Student needs to			
<input type="checkbox"/> Exam Failure (Name of Exam and Grade Earned)			
<input type="checkbox"/> Unprepared for Clinical: <input type="checkbox"/> Unsatisfactory Plan of Client Care <input type="checkbox"/> Did not research client problems/diagnoses, lab values, medications, potential complications, etc.			
<input type="checkbox"/> Unsafe Clinical Practice: <input type="checkbox"/> Did not demonstrate mastery of basic skills <input type="checkbox"/> Unable to calculate medication dosages, IV rates, heparin drips, etc.			

<input type="checkbox"/> Other:	
<input type="checkbox"/> Did not follow through on faculty recommendations for remediation	
<input type="checkbox"/> Lacking in professional demeanor: <input type="checkbox"/> Does not relate effectively with faculty, staff, clients, and peers <input type="checkbox"/> Violated client confidentiality <input type="checkbox"/> Does not communicate truthfully/honestly with faculty and staff <input type="checkbox"/> Demonstrates irresponsible behavior by: <input type="checkbox"/> Does not follow faculty directions / instructions <input type="checkbox"/> Other:	
<input type="checkbox"/> Written Work Deficit	
<input type="checkbox"/> Other:	
<b>Recommendations for overcoming the problem (s):</b> (check all that apply)	
<input type="checkbox"/> Improve academic/clinical preparation	
<input type="checkbox"/> Seek counseling for personal and/or academic concerns	
<input type="checkbox"/> Reduce outside work hours if possible	
<input type="checkbox"/> Improve written communication skills <input type="checkbox"/> Improve verbal communication skills <input type="checkbox"/> Improve psychomotor skills	
<input type="checkbox"/> Must practice in nursing skills lab with faculty (specific arrangements documented below)	

<b>Remediation Limitations/Obligation: (check all that apply)</b>	
<input type="checkbox"/> May not be late for or absent from clinical	
<input type="checkbox"/> Must meet with faculty on a _____ (frequency) basis	
<input type="checkbox"/> Must be present in proper attire with appropriate equipment	
<input type="checkbox"/> Must visit the Writing Center and produce a satisfactory written assignment	
<input type="checkbox"/> Other:	
<b>Specific Remediation Plan Components (not addressed above):</b>	
<b>Possible Consequences:</b> Course Withdrawal	All Remediation Plans are in force for the entire specific nursing program.
Course Failure	
<b>Signatures:</b> After the development of the action plan or learning contract (circle one), the instructor(s) and student will sign below:	
Signed (Student)	Date
Signed (Faculty)	Date
Signed (Faculty)	Date
Signed (Assistant Director)	Date

**Faculty Notes on Student's Progress:**

When a Remediation Plan is instituted, the student and faculty will meet to evaluate progress

Date:	Comments:	Student Initials	Instructor Initials


**Outcomes:**

Date of Evaluation Conferences

\_\_\_\_\_

\_\_\_\_\_

- Course Withdrawal
- Course Failure

<p><b>Signatures:</b></p> <p style="text-align: center;">After the evaluation of the action plan or learning contract, the instructor(s) and student will sign below:</p>	
Signed (Student)	Date
Signed (Faculty)	Date
Signed (Faculty)	Date
Signed (Assistant Director)	Date

**Example of Student Self-Assessment of Areas Affecting School Success**

Name\_\_\_\_\_

Course\_\_\_\_\_

Cohort\_\_\_\_\_

Date\_\_\_\_\_

**Circle the number that best represents your current level of need to take action for school success. 0 means no need and 5 means great need.**

Time management	0	1	2	3	4	5
Learning style	0	1	2	3	4	5
Study skills (includes reading)	0	1	2	3	4	5
Test taking strategies	0	1	2	3	4	5
Managing anxiety and stress	0	1	2	3	4	5
Specific course content	0	1	2	3	4	5
Support system	0	1	2	3	4	5

**Rank these in order of importance for your success. For example, if you feel that stress and anxiety is affecting your success, mark it as 1 and the next most important item with a 2 and so on.**

**1 2 3 4 5 6**

\_\_\_Time management

\_\_\_Learning style

\_\_\_Study skills (includes reading)

\_\_\_Test taking strategies

\_\_\_Managing anxiety and stress

\_\_\_ Specific course content

\_\_\_ Support System

## Personal study enhancement plan

In the area of time management I am:

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---

In the area of learning style and study skills I am:

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---

In the area of test taking strategies I am:

---

---

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---

In the area of anxiety and or stress management I am:

---

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---

---

To learn the course content I am:

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In the area of the support system, I am:

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