DEWITT SCHOOL OF NURSING
Student Handbook
MSN Program

STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM ★ NACOGDOCHES, TEXAS

MISSION STATEMENTS AND NURSING GOALS

University Mission
Stephen F. Austin State University (SFA), a member of the University of Texas System, is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.

College of Science and Mathematics Mission
Through excellent teaching, research, and other scholarly activities, the SFA College of Sciences and Mathematics (COSM) provides high quality undergraduate and graduate programs in a nurturing environment that prepare students for leadership and service as STEM professionals.

DeWitt School of Nursing (SON) Mission
The DeWitt School of Nursing provides excellence in undergraduate and graduate programs by valuing scholarship and service, developing a deep commitment to integrity and ethical behaviors, and caring for diverse populations in an ever-changing society,

SCHOOL OF NURSING CORE VALUES

Excellence
The SON ensures a culture of educational and professional excellence committed to continuous quality improvement by providing transformative learning experiences. It is a culture where exceptional performance is the expectation.

Caring
The SON ensures a culture of caring where compassion and civility facilitate trust within the programs and extends into the community. It is a culture where diversity is valued, respected, and pursued.

Integrity
The SON ensures a culture of academic and professional integrity by upholding standards while encouraging humility, equity, ethical-decision making, and accountability.

Scholarship
The SON ensures a culture of scholarship that fosters a spirit of inquiry steeped in evidence-based practice. The programs are rooted in evidence-based teaching practices facilitating experiential learning which equip students to deliver high-quality, safe, patient-centered care.

MSN PROGRAM LEARNING OUTCOMES

End of Program Student Learning Outcomes
The student will:

1. Synthesize nursing science with knowledge from other disciplines as the basis for the advanced level

of nursing practice.
2. Evaluate effective strategies for managing the ethical and legal dilemmas inherent in patient care, the health care organization, and research.
3. Employ effective communication and collaborative skills in interdisciplinary teams for creating change in health care.
4. Analyze concepts of health promotion and culturally competent care across the lifespan.
5. Assume responsibility for the use of health care information systems and patient care technology to improve patient outcomes.
6. Demonstrate leadership and accountability in the development and implementation of health care policy.
7. Critically appraise existing literature from nursing and other disciplines to determine and implement the best evidence for practice.
8. Advocate for the advanced practice role within the policy related to access and health care communities.
9. Value continuing competence, growth, and development in the profession.

The DeWitt School of Nursing offers curricula leading to a Master of Science in Nursing (MSN) with two focus areas, Nurse Educator (NE) or Family Nurse Practitioner (FNP). The curriculum plan builds on the courses and experiences that graduates of a Bachelor of Science in Nursing obtain. The coursework prepares graduates with the knowledge and skills to lead change, promote health, and elevate care in various roles and settings.

The MSN program is offered online with two exceptions. In Advanced Health Assessment (for both program focus areas), there is a two day on campus seminar, and for the Family Nurse Practitioner students there is a second two day on campus seminar when they take the Diagnostics and Procedure course. The online format is designed to meet the needs of the working RN. Clinical experiences may be conducted in the geographical area in which the RN student resides.

The Master Degree in Nursing will allow the student a wide range of opportunities to excel. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The FNP focus area has a total of 46 semester credit hours which includes 720 clinical hours, and the NE program is 36 semester hours including 120 clinical hours.

Upon completion of the program, the MSN/NE graduates are eligible to take the certification exam offered by the National League for Nursing (NLN). This exam measures competence in the full scope of the nurse educator's practice role.

Upon completion of the program, the MSN/FNP graduates are eligible to take a national certification exam offered by either the American Academy of Nurse Practitioners Certification Board (AANPCB) or the American Nurses Credentialing Center (ANCC). Upon successfully passing the exam, the graduate is eligible to apply to the Texas Board of Nursing for licensure as an Advanced Practice Registered Nurse, Family Nurse Practitioner.

A Post Master's Certificate is offered for both the FNP and NE option. This is for students that already have an MSN degree. Course work is based upon previous MSN transcript analysis.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the _Family Educational Rights & Privacy Act_ (FERPA) the University designates that staff may not release certain information (grades) without prior written consent.

You may disclose directory information without written prior consent, unless the student notifies the Registrar's Office in writing to the contrary. Directory information includes the following items: name, address including e-mail, telephone numbers, major field of study, academic classification, participation in officially recognized activities and sports, weight & height of athletic team members, dates of attendance, degree and awards received, and photograph.

Written consent is required to release all other

information. FERPA provides students:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

The following items are considered DIRECTORY INFORMATION by the University, and the University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by September 1 of each fiscal year.

1. Name
2. All addresses, including University issued e-mail address
3. All telephone numbers
4. Major field of study
5. Academic classification
6. Participation in officially recognized activities and sports
7. Height and weight of members of athletic teams
8. Dates of attendance and enrollment status
9. Degrees and awards received
10. Previous schools attended
11. Photograph
12. Class roster (not the student's class schedule)

MASTER OF SCIENCE IN NURSING REQUIREMENTS

A student requesting admission to the MSN program must meet the following criteria:

Full Admission Requirements:
- Admission to the SFASU and the Graduate School

- A Bachelor of Science in Nursing degree from an accredited institution
- Applicants must meet the GPA criteria for SFA Graduate School
- Submission of a one-page essay describing the applicant's philosophy of nursing and personal/professional goals whether it be regarding the FNP or education route
- Submission of a current professional resume
- Three professional references from individuals who can speak to your professional ability and potential for success in a graduate program
- A current unencumbered Texas or Compact Registered Nursing license
- Equivalent of 1-year full-time practice as a Registered Nurse is preferred
- FNP students must reside in the state of Texas; Nurse educator students must meet State Authorization Reciprocity Agreement (SARA) and possible Out-of-State BON approval

Admission Process: MSN/FNP and MSN/NE students may be admitted based on attainment of admission criteria. Post master's certificate students are admitted at any point during the year based on transcript evaluation. Admission is competitive based upon the applicant's overall application. To be considered for admission review, the student must apply and be eligible for admission to the SFA Graduate School and complete the following application steps:

- Completed the SFA admission application (Note that the School of Nursing does **NOT** require the GRE)
- Submission of complete, official copies of transcripts from all previous colleges including a SFA transcript (if applicable).
- Submission of required documents.

Application Deadlines: Admission to either program is preferred for the fall semester, except by special permission. The priority deadline for early application for admission to the fall class is during March each year. Applications will be reviewed and admission will be offered beginning on that date. Applications received after these deadlines may be considered only if vacancies still exist in the incoming class. ***It is the responsibility of the student to make sure that all application materials are received by SFA prior to the stated deadline.*** Applications are <u>not</u> retained from semester to semester.

Eligibility: Any applicant who is not in good standing at another nursing program and is not eligible to continue or return to that program may not be eligible for admission into the SFA School of Nursing. If a student from another program has failed two or more nursing courses, that student may not be considered in good standing for admission. Criminal background checks will be conducted on all graduate nursing students prior to beginning the clinical coursework.

Transfers: Under certain circumstances, a graduate student may transfer up to 12 semester hours of graduate coursework taken at other accredited institutions. Coursework used to satisfy requirements for a previous master's degree (at SFA or elsewhere) may not be used to satisfy requirements for a second master's degree at SFA. The work must have been taken not earlier than <u>six years</u> prior to the student's planned graduation date from SFA. Any course accepted by transfer will carry credit but not grade-point value. To transfer credit, the student must have earned a grade of B or better in the course.

Other Expenses: Lab coats, name tag, and stethoscope are all purchased prior to the first nursing clinical course. A urinalysis for drug screening, current vaccinations and/or waivers for the vaccinations; proof of personal health insurance; and current American Heart Association BLS Healthcare Provider certification must be received by the SON prior to beginning clinicals. Please see the SFASU Nursing website for all Procedures (www.sfasu.edu/nursing). If necessary, random drug screen costs will be incurred by the student. Traveling accommodations and expenses to clinical sites are the student's responsibility.

Technology Requirements
All students are required to have access to a laptop or desktop computer for academic and testing purposes. The complete list of technology requirements can be found on the SON website.

For questions regarding laptop hardware or software, please contact the SFA Help Desk at 936-468-HELP.

Netiquette: The principles of online communication relate to honoring others and their opinions: respecting differences; responding honestly using thoughtful and respectful dialogue; respecting privacy; giving constructive, professional responses to faculty and peers; and avoiding slang, jargon and emoticons. Academic writing style using the APA format is required for all online communication.

SON STANDARD OPERATING PROCEDURES

All students are responsible for the Standard Operating Procedures of the School of Nursing. The procedures listed here provide a general overview and are not a complete listing. Please review the School of Nursing Standard Operating Procedures (SOP) located on the SFASU Nursing website. You are required to consent to, and abide by, the HOP of SFASU and the SOP of the DeWitt School of Nursing while you are a student in this nursing program. For more information, see http://www.sfasu.edu/academics/colleges/sciences-math/nursing. SOP are subject to change and, if changes occur, the updated information will be posted on the SON website, and students will be notified when changes occur.

Academic Advising: Although each student is responsible to ensure that the courses selected will meet degree requirements, the SON will help students choose courses with special attention to prerequisites, petitions, and advancing sequences. All MSN nursing majors will be advised through the SON by the Nursing MSN Coordinator.

Retention and Progression: The SON will ensure that students have successfully mastered the knowledge and skills in a course which is required for progression to the sequential level of difficulty in the curriculum.

MSN Students must:
1. Have an overall course grade of 80%, or better;
2. Receive a grade of PASS for the clinical portion of all courses with a clinical component;
3. Meet all course requirements as specified in course syllabi and related SOP.

Students who fail to meet any one or more of these criteria will receive a grade indicating that the course must be repeated. Students who fail any two (2) nursing courses will be dismissed from the SFASU DeWitt School

of Nursing Graduate Program. <u>One nursing course may be repeated one time only</u>.

See the SOP for full details.

Grading: This establishes uniform grading for all nursing coursework in the School of Nursing.

MSN Grading Scale:

> 90-100 = A
> 80-89 = B
> Below 80 = F

No nursing course with a grade below B can be used to satisfy MSN degree requirements. A student may repeat one course one time.

Course Descriptions: Please refer to the *SFA Graduate Bulletin*.

<div align="center">

Academic Integrity

</div>

[The Code of Student Conduct and Academic Integrity](#) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this procedure.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one's self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one's own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining

an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Self-Plagiarism is the presentation of your own previously completed work as an original and is considered unethical (APA,2021). In specific circumstances, students may wish to duplicate their written work; however, appropriate notation of previous work is required. Normally, if one is repeating a course in the nursing program and the student previously successfully completed the assignment, but is required to complete the assignment again as part of the course work, the vast majority of the assignment should constitute new work of the student. If the student needs to add a small segment of the work into any assignment, it should be noted in the new document. For example, "As discussed in the Spring 2021 assignment XYZ, COVID- 19 vaccinations are essential for promoting public health (Name, 2021)."This clearly identifies the student's intent to point the reader to the previous document.

Reference:
American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

Artificial intelligence (AI) programs, including but not limited to ChatGPT, may be employed to enhance learning experiences, research, or assignments, provided it aligns with the guidelines established by the institution. It's imperative to remember that AI should supplement and not substitute critical thinking. Use of AI or any automated tools is permissible only when explicitly authorized by the instructor for a specific assignment or task. Unauthorized use may result in penalties as outlined in The Code of Student Conduct and Academic Integrity.

CLINICAL REQUIREMENTS AND INFORMATION

Students are required to submit a criminal background check, pass a 10-panel drug screen, show proof of health insurance or a waiver, and submit proof of vaccination/immunity/BLS/nursing license to attend clinical experiences. These items will be tracked by a designated electronic tracking program. Failure to update the system can prevent students from attending clinical days. Liability insurance is covered by SFASU and provides protection for students while they are participating in clinical practicums, as required for academic course work. Insurance does not cover non-course clinical activities.

See the following SOPs for procedural details (https://www.sfasu.edu/academics/colleges/sciences-math/nursing/student-resources/nursing-policies):

Criminal Background Check for MSN Students
Drug Screen
Immunizations
Health Insurance for Students
Health Care Provider BLS Certification for Students
Liability Insurance Requirements

Clinical Dress Code: Students should maintain a professional appearance, with name tags, when they are officially representing the School of Nursing (SON), either in a clinical setting or at a professional meeting. See SOP for full details.

The approved dress for MSN students is based upon their preceptor. If the preceptor normally wears dress clothes, so will the student. If the preceptor normally wears scrubs, so will the student. If the preceptor normally wears a lab coat, so will the student. All clothes must be wrinkle-free.

1. **Jackets:** Registered Nurses in the MSN program may wear a white lab coat if required by the clinical agency.
2. **Hair:** Hair must be clean, neatly groomed, naturally colored, and contained. Beards or mustaches should be short and neatly groomed.
3. **Name Tags:** The approved SFASU name tag will be worn in all clinical sites and home visits. The approved name tag is a badge with **student's** picture and name that is obtained from Student Services Office in the University Center. The format for the name tag will be as follows:

STEPHEN F. AUSTIN STATE UNIVERSITY FAMILY NURSE PRACTITIONER OR NURSE EDUCATOR STUDENT

Student Picture

First and Last Name BSN, RN (or MSN, RN if post-MSN)

4. **Nails:** Nails should be short and neatly groomed, and shall not exceed one-fourth of an inch beyond the fingertip. No nail polish is allowed. No artificial nails are allowed.
5. **Jewelry:** When in the clinical area, because of the potential for spread of infection and injury to client and/or student, it is recommended that jewelry be kept to a minimum.
6. **Tattoos/piercings** are subject to the specific clinical site policy.
7. **Professional Meetings:** When representing the SON at any time, the student will dress professionally and wear name tags. For meetings or any in-facility activity, women will wear dresses or nice pants and be neatly groomed. Men will wear nice slacks and shirts, and be neatly groomed. No jeans, short pants, or caps are allowed.
8. **Supplies for Clinical:** Students must have a dual head stethoscope that will effectively detect both high- and low-pitched sounds and a watch that keeps time in seconds.

Clinical Absences: In order for an absence to be excused, the student must be excused directly by the clinical instructor. If directed by the instructor, the student must bring a written excuse by the health care provider.

Unexcused absences are defined as any absence that was not cleared with the instructor prior to the clinical experience, or any absence not directly related to illness of self, or death of immediate family member or significant other. In the event of an emergency preventing prior notification, the instructor should be notified within 24 hours of the missed clinical day.

In the event of an imminent absence, the student will:

1. Notify the instructor according to his/her (the instructor's) stated instructions in the syllabus.
2. Notify the clinical agency, if appropriate, at least one hour prior to scheduled clinical experience.

HIPAA Compliance: Stephen F Austin State University (SFASU) has cooperative agreements with agencies in the area for clinical training of its students enrolled in all health-care fields and programs. To ensure that SFASU students, faculty, and staff involved in these programs understand the patient privacy requirements of the clinical sites and of applicable laws, including the Health Insurance Portability and Accountability Act of 1996, SFASU offers this guidance for those persons to ensure compliance with those requirements.

Note: The discussions, uses, or disclosures discussed below encompass written, verbal, or electronic communication.

DO'S	DON'T'S
Do sign the SFASU Faculty/Staff/Student confidentiality agreement before any involvement in a clinical program.	**Don't** discuss, use, or disclose any patient information while in in the clinical setting unless it is part of your clinical assignment.
Do attend SFASU training or in-class clinical instruction on requirements relating to patient privacy.	**Don't** remove any record from the clinical site.
Do know and adhere to a clinical site's privacy policies and procedures before undertaking any activities at the site.	**Don't** disclose any information about a patient during your clinical assignment to anyone other than the medical staff of the clinical site.
Do maintain, at all times, the confidentiality of any patient information, regardless of whether the identifiers listed in the "DON'T's" section of these guidelines have been removed.	**Don't** use patient information in the context of a learning experience, classroom, case presentation, class assignment, or research without attempting to exclude as much of the following information as possible:
Do promptly report any violation of those procedures, applicable law, or SFASU's confidentiality agreement by you, an SFASU student, and faculty or staff member to the appropriate SFASU clinical coordinator or program director.	*Names or patient's real initials -* *Geographical, lesser than a state* *Dates of birth, admission, discharge, death* *Telephone and/or fax numbers* *E-mail addresses* *Social security numbers* *Medical records or account numbers* *Health plan beneficiary numbers* *Certificate/license numbers*
Do understand that a violation of the clinical site's policies and procedures, of applicable law, or SFASU's confidentiality agreement will subject you to disciplinary action.	*Web locators, internet protocol* *Biometric identifiers* *Full face photos* *Any other unique identifying number, characteristic, or code* *Room numbers*

Student Grade Appeals: It is important that all students be given the right to be heard. A nursing student who wishes to appeal a course or clinical grade may do so in a structured manner. The student must first attempt to resolve any conflict with the faculty member. This should be done within one month following the end of the semester in question. Please see SOP for detailed instructions.

Process for Addressing Alleged Violations of Recognized Nursing Standards: Students enrolled in the Nursing program, applicable to all programs, assume an obligation to conduct themselves in a manner compatible with established standards of Stephen F. Austin State University, School of Nursing, and professional nursing.

Students violating the University or School of Nursing SOP will be subject to disciplinary action and may be dismissed from the nursing program. A formal instigation will follow the procedure outlined in SOP 3.5 in accordance with the Code of Student Conduct an Academic Integrity. Please follow the SOP for detailed instructions.

Blood or Body Fluid Exposure: The SON is committed to providing a safe and healthful environment for faculty and students. Immediate treatment is provided to the individual at the clinical site where the injury occurs. The student/faculty will follow the clinical site Bloodborne Pathogen Protocol.

Transportation of Patients/Clients/Students: Students are not to transport patients in their personal vehicles. Faculty will not transport students or clients in their vehicles.

Simulation Center: Students, other healthcare learners, and facility users may only be in the Simulation Lab with a member of Stephen F. Austin State University School of Nursing (SFASU SON) faculty or staff present. Simulation Lab personnel or designee will be supervising use of the lab equipment and mannequins at all times. Faculty will adhere to the Simulation Center Procedure Manual for additional information regarding use of the Simulation Center.

Simulation Center Student Rules: All students will wear approved uniforms and name identification tags while in the Simulation Lab. If a student is not dressed appropriately, he or she will be asked to leave.
1. All students will bring necessary clinical equipment to the Simulation Lab such as stethoscope, penlight, paper, and pencil.
2. No pens are allowed in the Simulation Lab. Any pens found in the lab will be removed by the faculty or staff immediately.
3. Students may not have open food containers or beverages in the Simulation Center.
4. All student cell phones should be turned off when entering the Simulation Center unless otherwise directed by the instructor.
5. Students must wait on their instructor to enter the Simulation Center. The only exception is students practicing skills that are scheduled through the Acuity Scheduling System. These students may enter the Simulation Center independent of the instructor at their scheduled time.
6. All students are to remain quiet and respectful in the Simulation Center. Any student who is noisy, disruptive, or disrespectful will be asked to leave the Simulation Center.
7. Do NOT use povidone iodine, activated Chloraprep, or ink (label dressings with pencil prior to placing on the manikin) on the manikins.
8. After simulation or skills practice, clean up the room and leave the room as you found it.
9. Place all trash in the appropriate containers. Sharps containers are only for needles, syringes, lancets, broken glass, or other sharp objects contaminated with blood. Red biohazard boxes are only for items that are saturated with medical waste and saturated non-sharps objects. All other items may be disposed in the trash can.

10. The Simulation Lab is considered a clinical site. As such, students should follow all instructions given by course faculty in the event of a late or missed day.
11. Treat all simulations and skills activities as real situations. If you do not take the simulation seriously, the instructor reserves the right to remove the student from the simulation.
12. The Simulation Center is a safe environment. Here, it is okay to make a mistake. You will not be stopped if you make a mistake, but it will be discussed in debriefing. There will be no discussion of the simulation until such time that all students in the class have completed the simulation.
13. All students are required to sign the Simulation Confidentiality Agreement and Video/ Audio/ Photography Recording Consent prior to the first day in the Simulation Lab.
14. Any student may request a copy of the signed forms by emailing the course coordinator

Clinical Supervision by Preceptor: When nursing instructors are not able to be in the clinical setting to supervise students, clinical preceptors will supervise nursing interventions of students. Preceptors can be Advanced Practice Registered Nurses, Physician Assistants or physicians. Preceptors will sign a Preceptor Agreement for each semester that the preceptor works with a student.

Clinical Performance Evaluation: Students will receive formative clinical evaluations throughout the semester and a written summative evaluation of clinical performance at the end of each clinical course. The formative clinical performance evaluations completed throughout the semester may be verbal and/or written at the discretion of the course instructor. This evaluation will be discussed with the student. The student will be asked to sign and date the evaluation before it is filed in his/her permanent record and is able to comment if desired.

Competencies: The Richard and Lucille DeWitt School of Nursing prepares MSN graduates to demonstrate either the *National League for Nursing Competencies* for nurse educator students *or* the *National Organization of Nurse Practitioner Core Competencies* for family nurse practitioner students*.* All graduates are also expected to meet the competencies outlined in the *Essentials of Nursing Education* by AACN. The competencies serve as a guideline and tool for curriculum development and revision, a tool for benchmarking and evaluation of the program, and national standard to ensure graduates will enter practice as safe and competent nurse educators, or advanced practice registered nurses, family nurse practitioners.

Evaluation of Clinical Agency by Students: To facilitate effective evaluation of clinical educational experiences, students will be provided with the opportunity to assess their clinical agency and clinical preceptor for achievement of clinical objectives.

TEXAS BOARD OF NURSING (BON)

Nurse Practice Act: For detailed information regarding the Nursing Practice Act, see the Texas BON website at https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp .

TEXAS ADMINISTRATIVE CODE

Section 231.27 Good Professional Character

(a) Every individual who seeks to practice nursing in Texas must have good professional character related to the practice of nursing. This requirement includes all individuals seeking to obtain or retain a license

or privilege to practice nursing in Texas.

(b) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing.

(c) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. See Section 231.27 for the remainder of the provision. The provisions of this §213.27 adopted to be effective October 29, 2015, 40 TexReg 7403; amended to be effective February 25, 2018, 43 TexReg 863.

Section 217.11 Standards of Nursing Practice

The Texas BON is responsible for regulating the practice of nursing within the State of Texas. The standards of nursing practice are defined in detail congruent with the Texas Nursing Practice Act. See the Texas Administrative Code for details.

General Information

1. All email communication with clinical faculty must occur within D2L; although a copy can also be sent to the university email address when communication is urgent

2. Students will not begin clinical until all clinical requirements are current and verified by the Clinical Coordinator and course instructor.

3. The name the student uses must match what is on record in the University and on their nursing license for clinical courses. If there is a name change on their license, they must make the name change with the University Registrar, obtain a new nametag reflecting name change, and notify their faculty.

Clinical Site/Preceptor Information

1. FNP Students

    a. The SFASU Master of Science in Nursing Family Nurse Practitioner (FNP) Program is a comprehensive course of study based on the concepts of primary care. Students graduate from this program with knowledge and clinical skills necessary to provide primary health care for individuals across the life span within the context of family and community. According to the Institute of Medicine (1994), primary care is defined as "the provision of integrated, accessible health care services by clinicians who are accountable for addressing a large majority of personal health services, developing a sustained partnership with patients, and practicing in the context of family and community" (p. 15).

    b. It is the student's responsibility to find his/her own clinical site and then seek approval from the clinical faculty to confirm that it is an appropriate selection. For FNP students,

clinical sites that have been used in the past will be maintained in TYPHON (Preceptor Directory or Clinic Directory). Faculty is willing to provide direction to students in this process, but it is **ultimately the student's responsibility to locate an appropriate preceptor.**

    c. Finding a preceptor can be a daunting task, and it requires some ingenuity and perseverance. So now is the time to start thinking about future semesters. FNP students can consider asking their own primary care providers. FNP students can also access www.texasnp.org (the site for the Texas Nurse Practitioners organization) to locate their local NP representative and learn about nurse practitioner (NP) meetings in their specific geographical area. These meetings are a great way to network with other professionals.

    d. The ideal clinical site is a family practice setting and the ideal preceptor is a family nurse practitioner. <u>Students are required to spend at least half of the 720 hours during the program with an</u> <u>advanced practice NP.</u> Although physicians and physician assistants (PAs) can offer valuable experiences, it is important for NP students to observe the NP role. Many students have found that their clinical experience resulted in a job offer at graduation. In future semesters, sites other than a family practice site work well. These include other NPs and physicians in women's health, pediatrics, or adult practices. A PA can also offer a valuable clinical experience as a preceptor. However, due to different practice models, education and licensure/ credentialing, PAs do not role model an NP's practice. Their use as preceptors should be limited to one semester if possible.

    e. Students may use the same preceptor only twice during their program

2. Nurse Educator Students
    a. Nurse Educator students should look for community colleges, junior colleges, and universities in their area that have nursing programs. The faculty members will connect with these locations to ensure proper placement is made for clinicals.

3. **All MSN Students:** The primary consideration should be securing a high-quality clinical experience that meets the course objectives. Keep in mind that:

    a. Under no circumstances will students complete the clinical laboratory portion of any specialty course under the guidance of their work supervisors or family members. Students may complete clinical experiences in the institution where they are employed when, and only when, (1) the selected preceptor does not have input into annual work performance evaluations <u>and</u> (2) the physical unit where the clinical hours are completed is NOT the unit where the student is employed. Family members of students cannot be selected as preceptors for any course.

    b. Quality clinical experiences usually require some travel, especially in highly competitive areas.

Preceptor Qualifications
1. Be sure to review the qualifications necessary for preceptors:

- Nursing/medical expertise in clinical practice derived from practical and theoretical preparation
- Authorized to practice as advanced practice nurse in the state, or currently licensed as a health care professional who can provide supervision and teaching in clinical settings appropriate for advanced practice nursing.
- Appropriate current license **with no current disciplinary actions,** state approval, and/or recognition to practice in a specialty area
- Appropriate national certification
- Preferably an earned Master's degree or its equivalent in a specialty area of practice

2. Nurse Practitioner or Physician Assistant preceptors should have a <u>minimum of 2000 hours or one year of full-time clinical experience</u> in the role prior to working with FNP students.

Paperwork

1. All preceptor paperwork must be reviewed, approved and signed by each student's clinical faculty **prior** to the beginning of clinical hours for ALL PRECEPTORS. If your main preceptor is out of the practice for any reason, you may work with another provider in the practice as long as you complete a preceptor agreement. **This is a legal requirement.** If possible, students should discuss the appropriateness of their choice of preceptor with clinical faculty before paperwork initiation. Therefore, it is important to begin this process to prevent delays in beginning clinical hours.

   Paperwork includes:
   a. Affiliation Agreement – This is a formal contract between SFASU and the clinical facility.
   b. Signed Preceptor Agreement every semester
   c. Preceptor Contact Information
   d. Brief Preceptor Curriculum Vita (must be current (< 1 year old)
   e. A copy of the preceptor's license verification found on the appropriate regulatory board
   f. Student Clinical Information Form

   When the course begins, a clinical schedule must be finalized and submitted to the faculty so that the faculty member can be available during clinical hours. Any changes in the clinical schedule must be agreed upon by the preceptor and clinical faculty.

   Prior to the first day of clinical, it is the student's responsibility to provide the preceptor and/or Practice Manager with his/ her clinical faculty's contact information.

   Students *must* provide their preceptor(s) with a copy of the course syllabus, schedule, and clinical evaluation form at the time clinical begins.

2. When the above paperwork is complete, approved and signed by the preceptor, the student and the clinical faculty, the information is sent to the clinical coordinator. It is MUCH preferred that the documentation be scanned into a PDF file and emailed as a single attachment. If scanning is NOT available, the documents can be faxed to 936-468-7701. Faxed documents go to a common area. Faxed documents are at risk for being misplaced, as this area is open to an entire department of both

faculty and staff, and access to this area is not secured. Therefore, it is to your advantage to email as an attachment, which provides a more secure system of document transit.

Preceptor Guidance

1. FNP Students: Due to the requirements of patient safety, the students' learning needs, licensing bodies for providers, accrediting bodies for our program, and third-party payors who pay for patient services, preceptors have the responsibility to follow-up on all patients seen by the student. **The preceptor must elicit a health history and perform an exam as appropriate to follow-up on every patient seen by the student.** If this does not occur, it is the student's responsibility to remind the preceptor that it is a legal requirement that all patients be seen and examined by the preceptor. Billing fraud can be a criminal act with severe penalties, including fines and prison time. If once you have talked with your preceptor, the preceptor continues to not
follow-up your assessments, you must notify your clinical and/or course faculty on the day of occurrence.

2. Nurse Educator Students: Preceptors retain ultimate responsibility for educating and evaluating any students at the agency where clinicals are performed.

3. In the event a critical incident occurs, such as an unexpected poor patient outcome or any incident that might result in liability issues, the student is responsible to contact the clinical and/or course faculty immediately.

Clinical Faculty Visits and Absence

1. Students are expected to contact their clinical faculty and preceptor as soon as possible if they will be absent from clinical or have to change clinical days.

3. FNP Students: Clinical faculty will make at least one face to face clinical visit to the student's clinical site or have you come to their clinical practice site; students will be advised in advance. Ideally a second face to face clinical visit is made, if not, a second visit by alternate means will be made. Clinical faculty will try to accommodate students' schedules, when possible, but students may be asked to attend clinic on an alternate day if the faculty member has scheduling difficulties. Again, this is something that should be worked out ahead of time as needed.

Clinical Log and TYPHON Tracking System: FNP Students

1. It is imperative that students document and maintain their own records of clinical time spent in the respective clinical experiences for verification by clinical and course faculty, accreditation agencies and state boards of nursing.

2. Students will document clinical hours and clinical encounters using the TYPHON Tracking System, which is the software program used by the FNP program. **Each patient seen by the student must be entered into TYPHON.** All clinical entries must be entered into TYPHON no later than *one week after the clinical day* or these clinical hours will not be counted. **Incomplete TYPHON entries after one week will not be approved.** Clinical faculty review TYPHON entries on a weekly basis and mark entries as approved or not approved with comments as needed.

It is students' responsibility to review and correct any TYPHON entries, respond to comments when requested, and email their clinical faculty when corrections are complete. ***Please refer to the TYPHON example at the end of this document. This guide (example) is shared with clinical faculty. However, there may be situations when clinical faculty modify these requirements slightly.***

All Students: E-Portfolios

During the last semester, students will complete a portfolio in preparation for graduation. Students are encouraged to keep all course syllabi, discussion posts, papers, posters, and any assignments to use to as required support in their e-portfolio. Students will use the assignments as evidence that they have met all of the program objectives, MSN Essentials, and their professional standards criteria.

Equipment: All Students

1. To obtain accurate health assessment data, it is necessary to have good equipment. Students need a high-quality stethoscope that includes both a bell and a diaphragm for adult and pediatric patients. A clear ruler, pen light and reflex hammer are also required. Students do not have to purchase an otoscope and ophthalmoscope; however, it is helpful to borrow one for practice.

2. Professional appearance, good personal hygiene, and appropriate attire are required for clinical. Ask the clinical site if there is a specific dress code such as wearing lab coats or not. Remember you are now seen as the provider and the patients you will see will expect you to be dressed appropriately. This helps facilitate credibility in your role and access to patients. Remember that patients are unfamiliar with you; therefore, you are held to a high standard based on their "first impression." Even if a more "casual attire" (such as jeans) is the norm at the office, you are still held to the standards of our program. Clothes that are not pressed, jeans, shorts, short skirts, open-toed shoes, or flip-flops would be examples of what is not acceptable. Students will need a white lab coat and name badge. Some students have their name and credentials embroidered on the lab coat so they don't have to find their name badge. You will have an opportunity to get a picture ID badge made on campus at orientation or when you come for your on campus clinical experience.

Clinical Hours: FNP Students

1. Clinical hours must be completed in a primary care site, Monday through Friday between 8 am and 5 pm. **NOTE: Hours outside of this time frame must be approved and agreed upon by the student's clinical faculty ahead of time.** It is not realistic to think that clinical experiences can be obtained on the weekend or at night on a regular basis. Clinical faculty must be available whenever you are in clinical. We cannot ask clinical faculty to be available evenings and weekends on a consistent basis. If an emergency arises, clinical faculty will make every effort to work with you.

2. Each course has a ***MINIMUM*** number of clinical hours students are expected to complete. Please remember that these hours are based on the clinical faculty's evaluation of each student's progress toward meeting the clinical objectives and readiness to continue to the next semester.

Therefore, it is important that students select clinical placement and preceptors very carefully and make the most of each clinical day. It is recommended that students have some flexibility with their work schedule in the event there is a need to complete more than the minimum number of clinical hours in order to meet the course objectives. Students generally do not have to complete extra hours, but it has occurred. It is better to be safe and have some extra clinical days built into the clinical schedule. Typically, the more clinical hours students experience, the easier they transition from student to practitioner.

3. There are 720 clinical hours required during the clinical portion of the FNP program. Students are expected to complete approximately 75 hours seeing patients in each of the following primary care areas: pediatrics, women's health, and gerontology.

4. Students must attend clinical throughout the semester. "Front-loading" of clinical hours is not permitted. Example: if there are 120 clinical hours over a semester, students are expected to do approximately 40 hours per month.

5. What can be counted for clinical hours?
    a. You can only count hours that you are actually in the clinical site
    b. Time spent with patients (patient encounters)
    c. Time spent with the preceptor discussing patients
    d. Time spent (in clinical) researching patient information
    e. Time spent (in clinical) documenting for the preceptor

6. What **cannot** be counted for clinical?
    a. Travel time to and from clinical.
    b. Break time and lunchtime
    c. Time spent documenting in TYPHON
    d. Any time not actually spent at the clinical site

7. Observational hours: In general, hours spent only in an **observational role** do not count toward the required clinical hours. The exception to this is when a student begins a new clinical site. Each course will determine the number of observational hours that may count in a new site.

Clinical Hours: Nurse Educator Students

1. Each course has a *MINIMUM* number of clinical hours students are expected to complete. Please remember that these hours are based on the clinical faculty's evaluation of each student's progress toward meeting the clinical objectives and readiness to continue to the next semester. Therefore, it is important that students select clinical placement and preceptors very carefully and make the most of each clinical day. It is recommended that students have some flexibility with their work schedule in the event there is a need to complete more than the minimum number of clinical hours in order to meet the course objectives. Students generally do not have to complete extra hours, but it has occurred. It is better to be safe and have some extra clinical days built into the clinical schedule. Typically, the more clinical hours students experience, the easier they transition from student to practitioner.

2. There are 120 clinical hours required during the Capstone clinical portion of the Nurse Educator program.