



STEPHEN F. AUSTIN STATE UNIVERSITY
DEWITT SCHOOL OF NURSING

STUDENT HANDBOOK
FOR
MSN PROGRAMS

Mission Statements and Nursing Goals

University Mission

Stephen F. Austin State University (SFA) 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

Our mission is to provide students a foundation for success as graduate nurses who are ethical, competent critical thinkers by providing an educational environment that promotes holistic healthcare in an educational community dedicated to teaching, research, creativity, and service.

School of Nursing Core Values

Teaching and Learning

The facilitation of transformative learning experiences will inspire innovation and excellence, and fosters life-long learning in the nursing profession.

Intellectual and Creative Engagement

SON faculty encourage the student to investigate the health needs of a changing society and to think in creative ways to provide holistic health care to culturally diverse populations and engage the nursing profession.

A Diverse Student Body

The unique individual student is engaged and valued as a partner in the diverse learning community and in the nursing profession.

Faculty Excellence

Faculty will seek new ways to provide a collaborative, respectful, inclusive learning experience and serve as positive examples of nursing professionals.

Intellectual and Creative Engagement

SON faculty encourage the student to investigate the health needs of a changing society and to think in creative ways to provide holistic health care to culturally diverse populations and engage the nursing profession.

Partnerships

The SON will demonstrate integrity and facilitate trust with community partners in the nursing profession in meeting the needs of culturally diverse populations.

The Nursing Metaparadigm: The SON strives to equip all nursing students to embody the metaparadigm of nursing, person, health, and environment in all aspects of healthcare delivery.

- **Nursing:** Nursing graduates at every level are expected to meet the academic and ethical standards of the profession. Nursing is a profession of arts and science dedicated to facilitating holistic care to all persons.
- **Person:** The individual, family, group, or community that engages with the nurse in the healthcare delivery system.
- **Health:** “A state of complete physical, mental, and social wellbeing, not merely the absence of disease or infirmity.” (World Health Organization, 2019)
- **Environment:** The setting in which the student learns and practices nursing.

Program Learning Outcomes

End of Program Student Learning Outcomes

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 a focus as a Family Nurse Practitioners. 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 totally on line except for two semesters. Each of those two semester, an on-campus two day seminar is held. The on-line format is designed to meet the needs of the RN working part-time and in some semesters full-time. 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 has received Candidacy status from the Accreditation Commission for Education in Nursing (ACEN) and is seeking full accreditation which assures a high quality and meets established standards. The program has a total of 45

semester credit hours which includes 720 clinical hours.

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.

Federal Educational Rights & Privacy Act (FERPA)

In compliance with the *Federal 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 – Family Education Rights and Privacy Act

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 records 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.

- A. name
- B. all addresses, including University issued e-mail address
- C. all telephone numbers
- D. major field of study
- E. academic classification
- F. participation in officially recognized activities and sports
- G. weight and height of members of athletic teams
- H. dates of attendance and enrollment status
- I. degrees and awards received
- J. previous schools attended
- K. photograph
- L. class roster (not the student's class schedule)

Master of Science in Nursing Requirements

A student requesting admission to the baccalaureate program in nursing must meet the following criteria:

Full Admission Requirements

- Admission to the SFASU Graduate School
- A Bachelor of Science in Nursing degree from an accredited institution
- A GPA of 3.0 or higher (4.0 scale) in last 60 credit hours of undergraduate course including all nursing courses taken
- Submission of a one-page essay describing the applicant's philosophy of advanced practice nursing and personal/professional goals.
- Submission of a current professional resume presenting profession and work experiences, contributions and accomplishments
- Three professional letters of recommendation from individuals who can speak to your professional ability and potential for success in a graduate program
- A current unencumbered valid Texas Registered Nurse license.
- Equivalent of 1 year full-time practice as a Registered Nurse.

Admission Process: Up to 25 students may be admitted each fall based on attainment of admission criteria. Admission is competitive based upon the applicant's overall application. To be considered for admission review, the student apply and be eligible for admission to the graduate school of the university and complete the following application steps:

- Complete application to NursingCAS
- Complete admission application to the [SFASU Graduate School](#) (Note that the School of Nursing does **Not** require the GRE.)
- Complete, official copies of transcripts from all previous colleges and SFA transcript to be submitted to NursingCAS. Submission of all transcripts from all previous colleges is a requirement for application to the Graduate school.
- Student essay submitted to NursingCAS

Application Deadlines: The deadline for application for admission to the fall class is April 1st each year. Applications received after these deadlines may be considered only if vacancies still exist in the incoming class. *The School of Nursing recommends that applications be completed and submitted four to six weeks prior to the deadline. It is the responsibility of the student to make sure that all application materials are received by NursingCAS prior to the stated deadline.* Applications are not retained from semester to semester. For a student to re-apply, the student must request that NursingCAS roll over the application to the next application period.

Eligibility: Any applicant who is not in good standing at another nursing program and is not eligible to continue or return to that program will be ineligible for admission into the SFA School of Nursing program. If a student from another program has failed two or more nursing courses, that student will not be considered in good standing for admission. Criminal background checks will be conducted on all graduate nursing students the semester prior to beginning the clinical coursework. upon being accepted into the program. A positive background check shows the student was arrested, charged and/or convicted of a crime. If a student knows of a possible problem, the student should contact the Texas Board of Nursing prior to or concurrent with application to the program.

Transfers: Under certain circumstances, a graduate student may transfer from six to 12 semester hours of graduate coursework taken at other accredited institutions. The student pursuing a master's degree with thesis

may transfer a maximum of six semester hours; a student pursuing a master's degree without thesis may transfer a maximum of 12 semester hours. 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. To transfer any credit from other institutions, however, the student must submit an official transcript of the courses to be considered and have the approval of the appropriate academic department and academic dean. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the transfer credit will not be applicable toward a degree here. Any course accepted by transfer will carry credit but not grade-point value. Moreover, to transfer credit, the student must have earned a grade of B or better on 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 Tdap immunization, MMR immunization; HBV immunization (or serological confirmation of immunity); two doses of varicella vaccine (unless first dose was received prior to age 13) or serologic confirmation of immunity of varicella disease; annual TB screening; meningitis vaccine; polio vaccine; annual flu shot; proof of personal health insurance and current American Heart Association BLS Healthcare Provider certification must be received by the SON prior to beginning the program. MSN students are required to have a 10 panel urine drug screen prior to the first clinical course. If necessary, random drug screen costs will be incurred by the student. Traveling accommodations and expenses to clinical sites are the student's responsibility.

Supplies

To facilitate course delivery, the SON will use Brightspace Learning Management System and other electronic programs as defined within each course; therefore, students will need computer access. Additionally, students will need access to a printer and scanner at various times throughout the semester.

Netiquette

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

SON Policy and Procedures

All students are responsible for the Policies and Procedures of the School of Nursing. The policies listed here provide a general overview and are not a complete listing. Please review the School of Nursing Policies located on the SFASU Nursing website. You are required to consent to, and abide by, the policies of SFASU and of the DeWitt School of Nursing while a student in this nursing program. (<http://www.sfasu.edu/academics/colleges/sciences-math/nursing>)

Academic Advising

Policy 1.2 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.

MSN STUDENTS

All MSN nursing majors will be advised through the SON by nursing MSN Coordinator.

Retention and Progression

Policy 3.16 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 have:

1. Have a weighted mean test score of 80%, or better;
2. Have an overall course grade of 80%, or better;
3. Receive a grade of PASS for the clinical portion of courses with a clinical component;
4. Meet all course requirements as specified in course syllabi and related School policies.

Students who fail to meet any one or more of these criteria will receive a grade of F for the course. Students who fail any two (2) nursing courses will be dismissed from the SFASU DeWitt School of Nursing Graduate Program. One nursing course may be repeated one time only.

See the policy for full details regarding the procedure for readmission.

Grading

Policy 1.7 This policy establishes uniform grading for all nursing coursework in the School of Nursing.

1. Rounding is confined to the final course grade.

Grades on individual exams (including comprehensive or HESI), assignments, quizzes, and projects are recorded in the gradebook in their original form without rounding.

2. Final course grades are rounded to the closest whole number using the 0.5 math rule and using one decimal point to the right of the whole number. If the final course grade is not a whole number, the following rounding rules apply:
 - a. If the decimal attached to a whole number is 0.5 or greater, then round up to the next whole number (equal to or greater than 85.50 = 86)
 - b. If the decimal attached to a whole number is less than 0.5, then round down to the previous whole number (equal to or less than 85.49 = 85).

MSN GRADING SCALE:

90-100	= A
80-89	= B
70-79	= C
Less than 70	= 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 Catalog.

Absence from Examinations

Policy 1.1 Students, applicable to all programs, are expected to be present for any exam; students may be excused from attendance for reasons such as health, family emergencies, or student participation in an approved university-sponsored event(s). However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. If so directed by the instructor, the student must bring a written excuse from the professional healthcare provider.

If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage of the points of another test. All final exams are mandatory. Any missed final exam will result in an incomplete grade until the final exam is taken.

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

1. Notify the instructor prior to the exam;
2. Contact the instructor within two (2) days following the exam, in order to make arrangements to take the exam.

If the absence is not excused, a zero (0) will be received for the exam.

Academic Integrity

SFA Policy 4.1 Student Academic Dishonesty Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: using or attempting to use unauthorized materials on any class assignment or exam; falsifying or inventing of any information, including citations, on an assignment; helping or attempting to help other student(s) in an act of cheating or plagiarism. *Plagiarism* is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to: submitting an assignment as one's own work when it is at least partly the work of another person; submitting a work that has been purchased or otherwise obtained from the Internet or another source; incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university. A student who wishes to appeal decisions related to academic integrity should follow procedures outlined in Academic Appeals of Students (SFA, Policy 6.3).

Student/Faculty Conferences

Policy 1.3 A conference form is necessary to facilitate and record communications between faculty and students regarding professional expectations and student performance.

ACADEMIC COUNSELING FOR STUDENTS OF ALL PROGRAMS

Counseling Forms may be used for a wide variety of topics and recommendations. It may be used may be used for academic counseling, and it may be used to commend student behavior. The original should be placed in the student's file and a copy given to the student.

Faculty and Course Evaluations

Policy 3.12 All students, applicable to all programs, will be given the opportunity to evaluate faculty and courses at the completion of each course. Each evaluation will be anonymous and confidential. This should be regarded as a privilege and a right, with inherent responsibility for objectivity. The comments are anonymous and confidential.

Clinical Requirements and Information

Criminal Background Check

MSN Students

Students admitted to the MSN Programs must satisfactorily complete a criminal background check prior to beginning clinical rotations. Students who refuse to submit to a background check, or do not pass the background check review, may be dismissed from the program.

A. Obtaining a Background Check Report. The DeWitt School of Nursing has a designated tracking program that will conduct the background checks that issue reports directly to the DeWitt School of Nursing. Results from a company other than that designated will not be accepted. Students and applicants must contact the designated company and comply with its instructions in authorized and obtaining a background check. Student and applicants are responsible for payment of any fees charged by the designated company to provide the background check service.

B. Scope. Background checks include the following and cover the past seven years:

Texas Statewide Criminal; Nationwide Sexual offender Index; Residence History; Social Security Alert; Nationwide Fraud and Abuse Scan; Nationwide Patriot Act; Additional counties, if out of state

C. Rights. Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. The student must contact the designated company to challenge the accuracy of the report, if necessary.

Students with a positive hit on the background check will be notified and reported to the Texas Board of Nursing (BON).

Urine Drug Screen

Policy 3.17 All students accepted into the School of Nursing (SON) shall have a urine drug screen before attending clinical classes to ensure safety of the public and comply with The Joint Commission (TJC) standards.

Student Impaired by Chemical Dependency

Policy 1.11 The School of Nursing (SON) at SFA seeks to maintain an environment free from substance abuse to promote a safe, healthy and productive learning environment. The SON is also mandated by law to ensure the safety and wellbeing of faculty, staff, students, patients and clients.

To achieve this environment and comply with the legal mandate, the SON, upon reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency, will ensure that the student is tested for drugs and alcohol. Upon a positive finding, the SON will file with the Texas Board of Nursing a written, signed report that includes the identity of the student and any additional information the Board requires as stated in the Texas Nurse Practice Act sec. 301.404.

CONSENT Each student will sign a consent form to undergo drug and alcohol testing upon request while a student in the SON. Each student will sign a consent form for the information obtained during drug and alcohol testing to be shared with members of the SON faculty, the SON Ad Hoc Standards Committee members, and the University Office of Student Rights and Responsibilities, as necessary. Faculty will make every effort to ensure the information remains confidential.

TESTING If it is brought to the attention of the SON, by anyone in any manner, that any student may be impaired by chemical dependency, the Ad Hoc Standards Committee will immediately investigate the matter. *See Policy 1.11 for details regarding testing, positive results, documentation, and the burden of proof.*

Immunizations

Policy 3.13 Immunization against communicable diseases is necessary for the health of students, clients, and the public. The Texas Department of Health, the University, and our clinical agencies mandate immunization. All students, applicable to all programs, will show proof of current: a) MMR immunization or serologic confirmation of immunity; b) Tdap (tetanus-diphtheria and pertussis) immunization; c) Hepatitis B series or serologic confirmation of immunity; d) Two (2) doses of varicella vaccine or serologic confirmation of immunity; e) Polio vaccine; f) Meningococcal vaccine (a booster may be required); and an annual Flu vaccine. All students will show proof of a TB skin test or TB blood test unless they have had documented significant reactions (10 mm or more). In this event, students will show proof of respiratory examinations once every two (2) years.

If a student fails to meet the above requirements and fails to have all immunizations current and documented in the School of Nursing prior to the first class day of each semester, the student will not be allowed to attend clinical. Failure to attend clinical results in an F-day. It is the student's responsibility to maintain currency of vaccinations. *See Policy 3.15 for additional procedural information.*

Liability Insurance Requirements

Policy 3.15 The Stephen F. Austin State University School of Nursing requires all nursing students who have patient contact to have liability insurance coverage. The liability coverage fee is included in each student's course fees and billed by the University. The liability insurance provides protection for students while they are participating in clinical practicums, as required for academic course work.

Health Insurance for Students

Policy 3.11 All students, applicable to all programs, will have personal health insurance, and will upload proof of that insurance to the designated tracking program before the first class day of each semester.

1. Upon entry to the School of Nursing (SON), the designated staff will verify that of all students' health insurance coverage is uploaded into the tracking program. A copy of either the policy or the insurance card, as well as a copy of the student's driver's license or official ID, will be submitted to the tracking program before the first clinical day in the nursing program.
2. If a student fails to meet the above requirements before the first clinical day of each semester, the student will not be allowed to attend clinical. In all courses with a clinical component, students must pass clinical to pass the course.

Health Care Provider BLS Certification for Students

Policy 1.13 All students, applicable to all programs, shall show proof of current American Heart Association Health Care Provider Basic Life Support certification prior to going into the clinical area.

1. Each student is responsible for maintaining current BLS certification throughout the nursing program.
2. BLS certification will be obtained through any American Heart Association Healthcare Provider BLS course.
3. The student will upload into the designated tracking program a copy of the current BLS certification for placement in the student's file.
4. The Senior Secretary will monitor the tracking program and notify instructors of any student not in compliance.
5. Students will not be allowed to go to clinical without current BLS certification. Passing the clinical portion of any course is required for passage of the course overall.
6. At the discretion of the faculty member, the student may be required to demonstrate proficiency.

Clinical Dress Code

Policy 3.6 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. When not required to wear a uniform, professional dress is required. Students shall be required to purchase a collared purple shirt through the SON and may be required to wear this shirt to clinical experiences and meetings.

If, in the judgment of the instructor the student does not meet professional expectations, the instructor may remove the student from the clinical area.

MSN STUDENTS 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. Pants/skirts must cover all undergarments completely and must cover the student's midriff or waist area by extending under the top or allowing the top to be tucked in. All uniforms must fit in an appropriate, conservative and modest nature. Full coverage undergarments are required. Patterned underwear or tee shirt logos should not be visible under the uniform. Tee shirts worn under the uniform must be white.

1. Jackets:

- a. Pre-licensure BSN students may wear a white scrub jacket with the approved SFA embroidered logo. (This is not a white lab coat.)
- b. Registered Nurses in the RN to BSN online program, or in the MSN program, may wear a white lab coat if required by the clinical agency.

2. Hair: Hair must be clean, neatly groomed, and contained. Shoulder length or longer hair must be tied back and contained so that it does not interfere with the performance of clinical duties. No ornate hair ornaments or bows. Hairbands should match the natural hair color or be neutral in color, and cannot be wider than (one) 1- inch. 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
STUDENT

(Student's picture)

*First and Last Name
BSN, RN*

4. Watches: Watches must have the capability of counting seconds, be conservative in appearance, and not be distracting in color or embellishment. No smart watches (i.e. Apple Watch).
5. 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.
6. 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.
 - a. Earrings should be small, matching stud earrings no larger than 5 mm in diameter. Only one stud per ear is allowed. Ear gauges are not allowed.
 - b. Rings should be only wedding sets or plain bands and limited to a wedding set or one ring per hand.
 - c. Necklaces, wrist, or ankle bracelets shall not be worn in clinical areas unless it is a medical alert bracelet or necklace.
 - d. Piercings: Visible piercings are not allowed and must be removed prior to entering the clinical setting. Clear space holders may be used; however, this is subject to a specific clinical site or location policy.
7. Scents: Due to close contact with others, deodorant/antiperspirant is to be worn. No perfumes, colognes, scented oils, or aftershave lotions should be applied.
8. Cosmetics: All make-up should be conservative and in moderation.
9. Tattoos: Tattoos shall be covered and shall not be visible. As per faculty discretion, a long-sleeved black or neutral shirt may be worn if a white shirt does not satisfactorily cover the tattoos. If a tattoo is located where covering it poses an infection control risk to patients, the tattoo may remain uncovered; however, this is subject to a specific clinical site or location policy.
10. Professional Meetings: When representing the School 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. 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.

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

Policy 3.3 In order for an absence to be excused, the student must be excused directly by the clinical instructor. If so 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

MSN-FNP Students

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
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<p>Do sign the SFASU Faculty/Staff/Student confidentiality agreement before any involvement in a clinical program.</p> <p>Do attend SFASU training or in-class clinical instruction on requirements relating to patient privacy.</p> <p>Do know and adhere to a clinical site’s privacy policies and procedures before undertaking any activities at the site.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Don’t discuss, use, or disclose any patient information while in in the clinical setting unless it is part of your clinical assignment.</p> <p>Don’t remove any record from the clinical site.</p> <p>Don’t disclose any information about a patient during your clinical assignment to anyone other than the medical staff of the clinical site.</p> <p>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:</p> <p>Names or patient’s real initials <i>Geographical, lesser than a state</i> <i>Dates of birth, admission, discharge, death</i> <i>Telephone and/or fax numbers</i> <i>E-mail addresses</i> <i>Social security numbers</i> <i>Medical records or account numbers</i> <i>Health plan beneficiary numbers</i> <i>Certificate/license numbers</i> <i>Web locators/internet protocols</i> <i>Biometric identifiers</i> <i>Full face photos</i> <i>Any other unique identifying number, characteristic, or code</i> <i>Room numbers</i></p>
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Grievance Procedure

Policy 3.10 It is important that all students be given the right to be heard. A nursing student who wishes to appeal a grade or file a complaint 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.

If the conflict is not resolved, the matter will be referred to the student’s program coordinator. If the student’s program coordinator cannot resolve the matter, the student may petition the Student Affairs Committee. If the matter is not resolved by the Student Affairs committee, it will be referred to the Director of the SON. If the conflict is not resolved by the Director of the SON, the student will adhere to University policies on the appeal of grades or conflict.

If the conflict involves a clinical course and results in failure of the course, the student will not be allowed to be present in the clinical setting until the grievance is resolved. It is the student's responsibility to continue to attend all lectures and take all didactic tests during the grievance process. If the grievance is resolved in favor of the student, it will be the responsibility of the faculty to arrange clinical makeup opportunities.

If the conflict involves academic integrity regardless of the SON consequence, the student will be referred to the Dean of the College of Sciences and Mathematics so that university policy may be followed.

Disciplinary Action

Policy 3.5 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 policies will be subject to disciplinary action and may be dismissed from the nursing program. Acts for which students are subject to disciplinary action include, but are not limited to:

1. Violation of University policies for which dismissal from the university is imposed.
2. Providing any information that is false, deceptive, misleading in connection with one's own application to the School of Nursing for acceptance into the Nursing program.
3. Failing to maintain minimum academic standards.
4. Failing to accurately, or intelligibly, report or document a client's symptoms, responses, or progresses, or failing to do so under circumstances that indicate a disregard for client safety and welfare.
5. Failing to make entries, and/or making false entries, in records pertaining to the giving of medications, treatments, or nursing care, or failing to do so under circumstances that indicate a disregard of client safety and welfare.
6. Failing to follow the Policy and Procedure for wastage of medications at the facility in which the student is receiving clinical instruction.
7. Misappropriating medications at the facility in which the student is receiving clinical instruction.
8. Failing to administer medications and/or other treatments in a responsive manner.
9. Failing to take all precautionary measures necessary to prevent the loss or unauthorized appropriation of medications.
10. Passing, or attempting to pass, a forged, altered, or falsified prescription.
11. Performing, or attempting to perform, nursing techniques or procedures beyond expected student competencies or scope of practice.
12. Violating the confidentiality of information concerning the client except, or as allowed, by law.
13. To cause, suffer, permit, or allow physical or emotional injury to the client, or failing to report same, in accordance with incident reporting procedures in effect where the student is receiving clinical instruction.
14. Leaving a nursing assignment without notifying appropriate personnel.
15. Failing to report to the nursing instructor, within a reasonable time of the occurrence, any violations of the Texas Nurse Practice Act.
16. Delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function.
17. Failing to demonstrate use of the nursing process appropriate to the course level in the care of clients.
18. Failing to conform with established School of Nursing dress code standards.
19. Failing to accept directions or refusing to accept an assignment from an instructor
20. Accepting gifts and/or gratuities from clients and/or client family members.

Students have the responsibility to be physically prepared, mentally prepared, present, and punctual for all clinical assignments and appointments. Students will not be excused early to go to work. If the student is unable to keep a clinical appointment with an agency or client on a given day, it is the responsibility of the student to notify the

agency, client, and the instructor. Students will receive verbal notice at the time of the occurrence, or as soon as possible. A written counseling form documenting the incident and specifying the consequences for actions will follow as soon as possible.

Blood or Body Fluid Exposure

Policy 1.4 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. *See Policy 1.4 for detail description of procedure.*

Transportation of Patients

Policy 1.12 Students are not to transport patients in their personal vehicles. This policy protects both students and clients. When clients are in need of this service, volunteers and agencies may provide this service.

Faculty will not transport students or clients in their vehicles. This policy protects both the student and faculty.

Simulation Center

Policy 1.9 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. *See Policy 1.9 for additional policy information.*

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 povidine 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. Any student removed from the lab will be subject to a clinical F day as per policy.
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

Policy 1.6 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. *See Policy 1.06 for additional policy information.*

Clinical Performance Evaluation

Policy 3.8 Students, applicable to all programs, will receive formative clinical evaluations throughout the semester and a written summative evaluation of clinical performance at the end of each semester.

The formative clinical performance evaluations completed throughout the semester may be verbal and/or written at the discretion of the course instructor.

Each student will receive a written clinical evaluation at the completion of each clinical course. 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. If, for any reason, the student disagrees with the clinical evaluation, the student will be referred to the SON Student Affairs Committee.

Competencies: The Richard and Lucille DeWitt School of Nursing prepares graduates to demonstrate the *National Organization of Nurse Practitioner Core Competencies* and the *Family/Across the Lifespan Population-Focused Nurse Practitioner Competencies (2012)*. The graduates are also expected to the competencies outlined in the *Essentials of Master's Education in Nursing (2011)*. In nursing education, 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 advanced practice registered nurses, family nurse practitioners.

Evaluation of Clinical Agency by Students

Policy 3.7 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. *See Policy 3.7 for additional policy information.*

Texas Board of Nursing

Nursing 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.

STEPHEN F. AUSTIN STATE UNIVERSITY
College of Math and Sciences
Dewitt School of Nursing
Family Nurse Practitioner Program

Clinical Guidelines

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 are **NOT allowed** to begin clinical until all clinical requirements are current and verified by the program Administrative Assistant.
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. 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).
2. 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.

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.**

3. 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. Students can consider asking their own primary care providers. 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.
4. 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 and (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.**
5. The ideal clinical site is a family practice setting and the ideal preceptor is a family nurse practitioner. Students are required to spend at least 300 hours during the program with an advanced practice NP. 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.
 6. Students may use the same Preceptor twice during their program.

Preceptor Qualifications

1. Be sure to review the qualifications necessary for preceptors:
 - *Nursing or 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. (TAC22.11.219.10- 2005; N.O.N.P.F. Guidelines Checklist IV.B.(3).(a & b))
 - *Appropriate current license **with no current disciplinary actions** when required for role
 - *State approval 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 minimum of 2000 hours or one year of full-time clinical experience in the role.**

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
- c. Preceptor Contact Information
- d. Brief Preceptor Curriculum Vita
- e. A copy of the preceptor’s license verification found on the appropriate regulatory board such as the Texas Board of Nursing
- 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.

On 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 should 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 Brooklee Grant at raneyb@sfasu.edu It is MUCH preferred that the documentations be scanned into a pdf file and emailed as a single attachment. If scanning is NOT available, the documents can be faxed to 936-468-7755. Faxed documents go to a common area near Ms. Grant’s office. 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. Due to the requirements of 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 college policy and 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 the day of occurrence.
2. 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 Policy

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.
2. Clinical faculty will make at least two clinical visits to the student’s clinical site or

have you come to their clinical practice site; students will be advised in advance. 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

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.***
3. During the last semester, students will complete a portfolio in preparation for graduation. The portfolio function of Typhon is available to students at the beginning of the clinical course sequence. Students are encouraged to add documents to this section as they progress in the program.

Equipment

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

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 hours?
 - 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.

**New Student Orientation Information
with Contractual Agreement**

Stephen F. Austin State University Richard and Lucille DeWitt School of Nursing

Student Handbook for Graduate Nursing Programs is available on the School of Nursing Website at <http://www.sfasu.edu/academics/colleges/sciences-math/nursing>

School of Nursing (SON) Policies and Procedures

The policies and procedures of the SON are located on the nursing website at www.nursing.sfasu.edu. Students must indicate acceptance and acknowledge understanding of the policies under which they will be governed while in the nursing program. Policies are subject to change and, if changes occur, the updated policy will be posted on the SON website and students will be notified when changes occur.

Academic Integrity

The SFA Policy 4.1, *Student Academic Dishonesty*, outlines cheating, plagiarism, and student discipline. You must abide by the expectations expressed in this policy which may be viewed at (<http://www.sfasu.edu/policies/>). In accordance with university policy, we will submit cases of suspected cheating and plagiarism to the Director of the School of Nursing, or the designee.

Academic Permission - FERPA

As a student at SFA, permissions are given through the Registrar's Office to allow the SON faculty to discuss grades with parents. If a form is not on file in the Registrar's Office and a parent wishes to meet with the Director and/or faculty, one of two forms must be completed:

- 1) Registrar's Office form that was signed on admission to SFA;
- 2) Form completed in the Director's Office giving permission to speak to parents.

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. When not required to wear a uniform, professional dress is required. Students shall be required to purchase a collared purple shirt through the SON and may be required to wear this shirt to clinical experiences and meetings. The policy is detailed in the student handbook and within the policies listed on the SON website.

Simulation Confidentiality Agreement and Student Rules

Nursing students are required to keep all information regarding and surrounding the clinical simulation(s) in which they participate confidential until such time that all students in the student's current class has completed the simulation(s). Simulations are not to be discussed in any way with any member of the SON student body until all simulation(s) are completed. The simulation center student rules have been read and will be followed.

Video/Audio/Photography Recording Consent

The School of Nursing may record participation and appearance in clinical simulations and/or classroom activities. These are used only for educational and/or instructional purposes by the SON. Any simulation video/audio recordings are destroyed within one year of the filming or recording.

Social Media Conduct

In exchange for educational opportunities provided by clinical rotations, students agree to comply with all state, local, and federal requirements governing the privacy of medical information. Students must agree to uphold all **HIPAA** and other privacy requirements during clinical rotations.

Students are bound to comply with all privacy requirements when not at the clinical site, including conversations with family, friends, and peers. Students will be held accountable for maintaining the privacy of any information obtained in any form during the clinical rotations. **To uphold the privacy of such**

information, students must agree to not post or discuss any clinical experience, photography, video footage, or information about the clinical agency, its staff or its clients on any Internet or social network site (Facebook), Twitter, Instagram, emails, or any other non-mentioned site. SON searches of Internet sites for breaches in privacy policies can occur randomly.

Students will be prohibited from returning to the clinical site if the privacy requirement is violated. Such violation could result in course failure, a delay in completing degree requirements, and/or removal from the School of Nursing.

Electronic Filing and Maintenance of Required Immunization Records

Immunization information submitted to Castlebranch, Inc. is an electronic database which is required and reviewed by the SON. A copy of immunizations will be uploaded to Castlebranch, Inc. by each student. The electronic database provides a tracking mechanism to ensure that all students maintain current immunization status. Failure to keep immunizations current will lead to the inability to attend the clinical sites and other possible ramifications in the course grade.

HIPPA

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 encompass written, verbal, or electronic communication.*

Clinical Guidelines

The MSN program has developed clinical guidelines used in all Courses that have a clinical component. It is important to review these at a regular basis. If you have any questions, please contact the Coordinator of the MSN program.

**DeWitt School of Nursing Graduate Programs
CONTRACTUAL AGREEMENT**

School of Nursing Student Handbook

I have read the School of Nursing (SON) Student Handbook. Additionally, I have been made aware of the location on the SON website.

(Student initials_____)

School of Nursing Policies and Procedures

I have been made aware of the policies and procedures governing the SON. I acknowledge understanding of the policies that I am required to abide while enrolled in the SON. I understand that any changes to the policies will be updated on the SON website and that I will be notified of any such changes.

(Student initials_____)

Academic Integrity

I understand that SFA Policy 4.1 outlines student academic dishonesty and that I am to abide by the expectations as outlined. I also acknowledge that I am aware of the consequences of academic dishonesty.

(Student initials_____)

Academic Permission (FERPA)

I understand that faculty are not allowed to discuss grades with my parents or other family members with my written consent. I have been provided with information on how to grant permission if I so choose.

(Student initials_____)

Dress Code

I agree that I am responsible for adhering to the SON policy regarding the dress code as directed and that a violation of the policy will in dismissal from clinical activities for the day.

(Student initials_____)

Simulation Confidentiality Agreement

I agree to keep all information regarding and surrounding the clinical simulation(s) in which I participate confidential until such time that all students in my current class have completed the simulation(s). I agree not to discuss the simulation in any way with any member of the School of Nursing until she/he has completed the simulation(s). I understand if I violate this agreement I may be subject to disciplinary action.

(Student initials_____)

Video/Audio/Photography Recording Consent

I authorize the DeWitt School of Nursing to record my participation and appearance in clinical simulations on video and audio tape. I understand that this video/audio recording will be used for educational/instructional purposes only within the SON. Furthermore, this recording will be destroyed within one year of filming/recording.

(Student initials_____)

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(Continued from previous page)

HIPAA and Social Media Conduct

I agree to comply with all state, local, and federal requirements governing the privacy of medical information. I agree to uphold all **HIPAA** and other privacy requirements during clinical rotations including conversations with family, friends, and peers. I understand that I will be held accountable for maintaining the privacy of any information obtained in any form during the clinical rotations. Furthermore, I understand that I will be prohibited from returning to the clinical site if the privacy requirement is violated. Such violation could result in course failure, a delay in completing degree requirements, and/or removal from the School of Nursing.
(Student initials _____)

Electronic Filing and Maintenance of Immunization Records

I agree to comply with the required immunizations as outlined on the SON policy. I understand that failure to comply will result in loss of ability to attend clinical activities until my immunizations are current.
(Student initials _____)

Clinical Guidelines

I agree to comply with the clinical guidelines. I understand that failure to comply will result in disciplinary action. Such violation could result in dismissal from clinical site/preceptor, course failure, a delay in completing degree requirements, and/or removal from the School of Nursing.
(Student Initials _____)

My signature below indicates that I agree to follow the rules delineated in each of these categories. I understand that I must follow FERPA laws and HIPAA laws, as designated by the State of Texas.

Signature of Student

Printed Name of Student

Date Signed