MSN Student Handbook

FALL 2017

TABLE OF CONTENTS

PROGRAM OVERVIEW

General Overview

- **Convenience for working nurses**
  Courses are offered in an online format to enable nurses to complete their degree requirements in as little as 24 months. Practicum hours are scheduled in sites close to students' homes.

- **Personal attention from caring faculty**
  Small class sizes lead to individualized assistance from faculty whose main focus is your success.

- **Accessible and affordable**
  Apply for admission, register for classes, and complete classwork online. Comparatively low tuition and information on scholarship assistance help to control program costs.

- **Knowledge you can use today**
  Courses include learning activities to help students apply what they learn in their work sites.

The MSN Program is based on the American Association of Colleges of Nursing proposed Essentials of Master of Nursing Education. Students will come to the program from an accredited BSN program.

The MSN core curriculum is designed to increase the BSN prepared nurse's knowledge and skills in the areas of:

- leadership, quality and finance
- advanced health assessment, physiology and pharmacology
- evidence-based nursing practice
- nursing informatics
- complex healthcare systems and populations
- advanced practice nursing roles

The program prepares nurses to assume roles in leadership of complex healthcare systems and as educators in a variety of settings including academics, community education, and acute and longterm care based patient and staff education.

The program is open to all BSN nurses who meet the admission criteria. Courses will be delivered in a full time and part-time plan of study using an entirely online format using synchronous online classrooms periodically throughout each semester to maximize student flexibility and maintain the student-faculty connection that is essential to academic success.

Mission

Nursing Program's Mission: The M.S. in Nursing at Frostburg State University provides a pathway to success for registered nurses in Western Maryland, the surrounding regions, and state-wide. This program provides student-centered learning experiences in a supportive community to prepare registered nurses to assume leadership positions, manage complex clinical care, and prepare graduates to assume responsibility and accountability for health promotion of citizens within the community and across the nation. Program graduates will develop competencies in higher levels of leadership and practice to effectively work with patients and/or students across the continuum of care in a variety of settings.

Vision

Nursing Program's Vision: The M.S. in Nursing at Frostburg State University aims to increase the number of nurses able to teach and lead in Western Maryland, the surrounding region, and statewide by preparing graduates with a broad knowledge and practical expertise that builds and expands upon baccalaureate or entry-level nursing practice. This degree program provides graduates with a broader understanding of the discipline of nursing in order to engage in higher-level practice and leadership in a variety of settings.

Goals and Objectives

Nursing Program's Goal: The M.S. in Nursing at Frostburg State University aspires to prepare nurses for the complexities of health and nursing care in today's contemporary, urban, and rural care environment with a broad understanding of the discipline of nursing in order to engage in higher level practice, leadership and teaching in a variety of settings Program Objectives parallel *AACN's The Essentials of Master's Education in Nursing (2011).*

Upon completion of the program, students will be able to:
* Integrate critical thinking and creativity to provide higher levels of leadership and practice in nursing and healthcare systems.
* Synthesize the impact of relationships between organizational and systems leadership as it relates to the implementation of quality and safe patient care delivery.
* Apply evidence based methods, tools, performance measures, and standards that relate to the integration of quality principles within complex care settings.
* Execute the change agent role by translating and disseminating quality evidence to resolve practice issues and improve outcomes.

- Implement the use of communication and patient care technologies to coordinate the delivery of integrated care across inter-disciplinary healthcare teams.
- Advocate at the system level for policy transformation to improve health and health systems.
- Execute effective communication to collaborate and consult with inter-professional teams to manage and coordinator care.
- Integrate care across the continuum to provide patient-centered, culturally appropriate services to diverse populations through evidence-based planning, delivery, management, and evaluation.
- Develop advanced nursing practice interventions that influence both direct and indirect care components to improve healthcare outcomes for individuals, populations, and systems

Philosophy

In keeping with the mission of Frostburg State University, students in our Nursing Programs are guided and nurtured as they acquire nursing knowledge. The concept of caring as a moral idea and a transpersonal process that result in the satisfaction of human needs (Watson, 1996) is central to the program. Caring, with its concern for human dignity, is exhibited in the individual attention provided to students and in the design of mastery-based learning experiences. Caring is the concept that drives the program's commitment to create a learning environment that supports each student's individualized development across the curriculum. Students in our Nursing Programs are adult learners. As such, students are viewed as self-directed, active learners who can identify their needs for knowledge, select the strategies that best facilitate their learning, link new knowledge with their current knowledge and utilize faculty feedback to improve their learning.

Our Nursing Program's subscribes to the American Nurses Association Scope and Standards of Practice (2004) which includes six standards of practice (assessment, diagnosis, outcomes identification, planning, implementation, and evaluation) and nine standards of professional performance (quality of practice, education, evaluation of professional practice, collegiality, collaboration, ethics, research, resource utilization, and leadership).

Values

Our Nursing Programs are built on a foundation of values including
- caring and concern for human dignity
- respect for students as autonomous adult learners
- support for a nurturing, supportive learning environment
- sensitivity to self and others

ADMINISTRATIVE

Directory

Name	Phone	Office
Joseph Hoffman, Dean CLAS	301-687-4120	Compton 241
Heather Gable, Nursing Coordinator & Dept. Chair	301-687-4894	Lowndes 210-3
Kara Platt, Faculty	301-687-4791	Lowndes 216-2
Mary Beth McCloud, Faculty	301-687-7096	Lowndes 203
Stefanie Hay, Faculty	301-687-3213	Lowndes 216-1
Ronna Schrum, Faculty	301-687-3413	Lowndes 205-A
Kelly Rock, Faculty	301-687-4893	Lowndes 205-B
Jill Buterbaugh, Faculty	301-687-3417	Lowndes 205-C
Nursing Administrative Assistant	301-687-3233	Lowndes 210-2
Roxanne Weighley, Program Management Specialist	301-687-4141	Lowndes 218
Daniel Saunders, Associates to Bachelors (ATB) Coordinator	301-687-3418	Lowndes 219
Adjunct Faculty Office (Various Instructors)	N/A	Lowndes 208
Admissions	301-687-4346	Pullen 114
Registrar	301-687-4346	Pullen 144
Bookstore	301-687-4341	Lane Center
Billing Office	301-687-4321	Pullen 148
Financial Aid	301-687-4301	Pullen 140
Help Desk	301-687-7777	Pullen 150
Lewis J. Ort Library	301-687-4395	

RN Licensure

The student must maintain an active unrestricted U.S. RN license throughout the course of the program. As registered nurses, our Nursing Program students are expected to adhere to the Maryland Board of Nursing Standards of Professional Performance or other compact state board in regards to quality of care, performance appraisal, education, collegiality, ethics, collaboration, research, resource utilization, assignment, delegation and supervision, and refusal. (Taken from COMAR 10.27.09.03 of the Nurse Practice Act of Maryland.)

Tuition and Fees

Please refer to the FSU graduate catalogue for all tuition and fee information.

Scholarships

FSU Institutional and Departmental Scholarships

A number of scholarship programs are available to graduate students. Several have been established through the Frostburg State University Foundation; others are made available by the state of Maryland, individual donors, businesses and corporations, and civic organizations.

The requirements for institutional and departmental scholarships may include one or more of the following: academic performance, financial need, specific curriculum requirements, etc. To be considered for institutional and departmental awards, students must apply using the following link: https://frostburg.academicworks.com/

MHEC (Maryland Higher Education Commission) Grants

Work Force Shortage Student Assistance Grant Program

The Workforce Shortage Student Assistance Grant (WSSAG) program is for students who plan on working in specific career/occupational programs upon graduation. Eligible fields include: childcare, human services, teaching, nursing, physical and occupational therapy, and public service. Information and application for this grant can be found at http://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_WSSAG.aspx

***Hal and Jo Cohen Graduate Nursing Faculty
Scholarship and Living Expenses Grant***

The purpose of the NSP II is to increase the number of qualified bedside nurses in Maryland hospitals through Statewide Initiatives administered by the Maryland Higher Education Commission (MHEC) on behalf of HSCRC. The Graduate Nursing Faculty Scholarship and Living Expenses Grant, a Statewide Initiative, supports this goal by increasing the number of Masters and Doctoral prepared nursing faculty at Maryland higher education institutions. Recipients of the Graduate Nursing Faculty Scholarship are required to sign a service obligation and promissory note agreeing to serve as a nurse educator in academic clinical and classroom settings. Information and application for this grant can be found at
http://mhec.maryland.gov/financialaid/ProgramDescriptions/prog_NSPII.asp

Other Statewide Initiatives – Funding Opportunities

Visit - https://nursesupport.org/nurse-support-program-ii/grants/statewide-initiatives/

ACADEMICS

Academic Policy

Each course in the MSN Program has specific objectives and learning activities which upon completion result in a letter grade. Grades reflect the level of comprehension of course content and the student's ability to communicate his/her knowledge. Progress in each course is evaluated as specific objectives and learning activities are completed and a final grade is submitted at the end of each semester.

Only courses in which a grade of C or better is earned may count towards satisfaction of upper-level Nursing major requirements.

Class Participation and Assignments

The University expects students to participate fully in all online courses just as they would in a classroom setting. All nursing courses are offered completely online. Students are expected to check the course website and their Frostburg student email account at a minimum of 2 to 3 times per week, with a recommended daily check to stay current. Students need to complete their assigned readings, supplemental lectures, learning materials, and assignments according to the course schedule to receive full credit.

Missed Assignments

All students are required to notify the professor if they are unable to meet the above requirements for any reason. If a student misses an assignment and does not notify the professor prior to the due date, he/she may not be allowed to make up the assignment or quiz unless there are extenuating circumstances that can be documented. If the student does contact the professor prior to the due date for a late assignment, the professor will follow the guidelines established in their course syllabus. Late assignments that are not excused by the professor will affect the student's final course grade.

Progression Plan

Students are responsible for developing their own progression plan in conjunction with their academic advisors. Examples of progression plans are given below.

Full-time Education Track

Fall (10 Credits)	Spring (10 Credits)	Fall (9 Credits)	Spring (8 Credits)
NURS 504	NURS 507	NURS 613	NURS 692
NURS 601	NURS 602	NURS 614	NURS 695
NURS 603	NURS 605	NURS 615	NURS 700

Part-time Education Track

Fall (7 Credits)	Spring (7 Credits)	Summer (6 Credits)	Fall (6 Credits)	Spring (6 Credits)	Summer (5 Credits)
NURS 504	NURS 602	NURS 603	NURS 613	NURS 692	NURS 615
NURS 601	NURS 605	NURS 507	NURS 614	NURS 695	NURS 700

Full-time Administration Track

Fall (10 Credits)	Spring (10 Credits)	Fall (9 Credits)	Spring (8 Credits)
NURS 504	NURS 507	NURS 610	NURS 691
NURS 601	NURS 602	NURS 611	NURS 694
NURS 603	NURS 605	NURS 612	NURS 700

Part-time Administration Track

Fall (7 Credits)	Spring (7 Credits)	Summer (6 Credits)	Fall (6 Credits)	Spring (6 Credits)	Summer (5 Credits)
NURS 504	NURS 602	NURS 603	NURS 610	NURS 691	NURS 612
NURS 601	NURS 605	NURS 507	NURS 611	NURS 694	NURS 700

One Course Per Semester Plan of Study

Fall 3 Credits	Spring 4 Credits	Summer 3 Credits	Fall 4 Credits	Spring 3 Credits	Summer 3 Credits	Fall 3 Credits	Spring 3 Credits	Summer 3 Credits	Fall 6 Credits	Spring 2 Credits
504	602	603	601	605	507	613	615	614	692	700
									695	

Course Descriptions

For a complete listing of the course descriptions see the Frostburg State University Graduate Catalog or visit http://www.frostburg.edu/grad/catalog/ under course descriptions.

Curriculum

Refer to https://www.frostburg.edu/nursing/degree-programs/msn/curriculum/ for a complete guide to the MSN Program including general education requirements, additional prerequisites, and core nursing courses.

Course Substitutions

In special situations where a student has previous experience or academic training in the field a course covers, the Coordinator of the MSN Program may approve a substitution for a required core course.

Advising

You, the student, are responsible for:

Planning your academic program and for meeting the requirements of the University and of the department. This responsibility includes developing a complete understanding of, and following all degree requirements, academic regulations, and procedures.

You must obtain, retain, and consult regularly the sections from the applicable catalog that govern your graduation requirements.

You are assigned an academic advisor, whose role is to assist you in planning the academic program and in interpreting degree requirements and academic regulations. It is your responsibility to confer regularly with your advisor. The advisor will provide the best, most current information possible, but, ultimately, it is your responsibility to request and use this advice wisely and to meet graduation requirements and academic regulations.

Meeting with Your Advisor

At Frostburg State University, you will always have an academic advisor to assist you in realizing your academic and career goals. You are encouraged to communicate with your advisor regularly to discuss your current academic work and future plans, to ask for advice about any problem you encounter, and to find out about other services on campus that are available to support your academic success. You will need to communicate with your advisor at least once per semester prior to registration to plan your schedule for the next term. Be sure to plan ahead to successfully enroll in courses and to make your advising experience valuable.

Contacting and Making an Appointment with Your Advisor

- Call or email your assigned advisor.
- Make an appointment at a mutually agreeable time.
- Become familiar with your advisor's office hours.
- Synchronous online classrooms can be used during office hours or for a pre-scheduled appointment.

Registration

In order to register for courses you must meet with your advisor either face-to-face, by phone or by synchronous classroom at a mutually agreed upon time. At that time you will discuss with your advisor the courses that you plan to complete prior to the registration period for that semester. You will be notified of your designated registration time via PAWS and the academic calendar. After you meet with your advisor, your advisor will approve you to register in PAWS. You will then be able to go online and register for the upcoming semester in PAWS,   Refer to http://www.frostburg.edu/admin/regoff/academic-info/registration-info for assistance with the registration process in PAWS. You may also refer to

for all registration questions.

Grading

Your progress as a student is evaluated and officially reported at the end of each semester. Letter grades are used to record achievement. Generally, grades represent standards of comprehension of knowledge and the ability to communicate knowledge, and are recorded on your permanent record at the end of each semester.

The grading scale described below will be used in evaluating the theory components of all nursing courses. The method of grade assignment will be determined by the course faculty members. A final grade of "A" "B" "C" or "F" will be all that is entered into the Frostburg State University Transcript PAWS system.

Refer to the most recent version of the graduate catalog to obtain a complete overview of grading policies for graduate course work.

LETTER GRADE	NUMERICAL GRADE
A	90-100
B	80-89
C	70-79
F	BELOW 70

Special Grading Circumstances

The grade "I" (incomplete) is given in exceptional cases if, because of illness or other reasons beyond the student's control, the student is unable to complete the requirements of the course. An "I" may be removed and another grade substituted if the student completes the course requirements to the instructor's satisfaction within six weeks of the beginning of the following semester. If the Incomplete is not removed within the prescribed period, the "I" will automatically be replaced by an "F" on the permanent record. It is the student's responsibility to make arrangements to complete the course requirements for the removal of the "I."

The grade "W" (withdrawal) is assigned if a student officially withdraws from a course within the first six weeks of the semester.

Grievances

Students who have a complaint about any aspect of the MSN Program are encouraged to bring the issue to the attention of the Program Coordinator either in writing or via email. If the issue cannot be resolved to the student's satisfaction within a reasonable amount of time given the scope and intensity of the issue, the student may present the complaint to the Chairperson of the Chemistry Department for review and response within 30 days. If the issue cannot be resolved to the student's satisfaction by the Department Chair, the student may present the issue to the Dean of the College of Liberal Arts and Sciences for final resolution.

Please refer to the graduate catalog for the process of addressing a Grade Grievance.

Academic Dishonesty

Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course, or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of material which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact do.

In cases involving academic dishonesty, a failing grade of zero (0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University System of Maryland. Suspension or expulsion for academic dishonesty is noted on a student's academic transcript.

The University regulations are very explicit about academic misconduct and cheating. Please review the University Standards of Personal and Group Conduct located at
http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf

Professional Conduct

Purpose: To delineate circumstances or behaviors that are unacceptable based on the America Nurses Association Code of Ethics, Frostburg State University Civility Policy, Frostburg State University Code of Conduct Policy, Policy of the Department of Nursing and situational circumstances as defined in this policy that would result in a student's dismissal from the Nursing Program.

Reason for dismissal may include but is not limited to:

- Violation of Frostburg State University Code of Conduct
- Substandard Academic Performance
- HIPAA Violation/breach of confidentiality
- Civility Infractions
- Violation of the American Nurses Association Code of Ethics

Jurisdiction

Frostburg State University jurisdiction extends to all behavior by Frostburg State University nursing students that occur on campus, University sponsored activities and community/practicum settings where the student is representing Frostburg State University.

I. Violation of Frostburg State University Code of Conduct

The University regulations are very explicit about behavioral misconduct, academic misconduct and cheating. Please review the University Code of Conduct located at: http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf

In addition to Frostburg State University Code of Conduct, the Frostburg State University Nursing Department holds the nursing students responsible to follow additional performance and behavioral regulations inherent to the profession of nursing.

Frostburg State University code of conduct addresses multiple ethical and behavioral situations. In addition to what is defined in the Code of Conduct, the Frostburg State University Nursing Department has added the following additional components:

Definition is "activities that may substantially harm the institutional reputation of the University."

- This includes behavior that results in removal from a clinical practicum site
- Any behavior that results in a clinical practicum site rescinding their agreement with Frostburg State University Nursing Department as a practicum site
- Any behavior that results in a preceptor rescinding their agreement with Frostburg State University Nursing Department to be a preceptor in the future

Violence to Persons/Physical or Verbal Assault

In addition to the definitions provided in the Frostburg State University Code of Conduct, the Nursing Department includes the following stipulations:

- Engaging in a verbal argument with a preceptor, practicum site administrator or nursing department faculty and staff that impacts patients, community or departmental functioning or institutional reputation
- Verbal or written acts, including on social media sites, that may be interpreted as inflammatory, degrading or insulting towards a peer, preceptor, practicum site, patient or Frostburg State University Faculty/Staff

II. **Substandard academic performance**

The profession of nursing requires retention of critical concepts and information with a dedication to continuing experiential learning throughout a nursing career and is included in the ANA Code of Ethics. The ability to apply critical thinking and decision making in high stress environments is expected of the professional nurse. The department of nursing feels students who do not perform academically to our standards will not exemplify the profession of nursing nor the Frostburg State University Department of Nursing expectations. Therefore, the following restrictions will be placed on nursing students in addition to the general policies of Frostburg State University as noted in the Student Handbook:

- All undergraduate nursing courses must be completed with a minimum grade of "C"
- All graduate nursing courses must be completed with a minimum grade of "B" with exceptions outlined in the graduate catalog
- A total of two different nursing courses may be repeated during the program; a single course can be attempted no more than twice

- The program must be completed within 5 years from start to graduation unless a formal leave of absence is granted
- Failure of three nursing courses may result in dismissal from the program
- Students that are dismissed for substandard academic performance may not be eligible for readmission to the program

III. HIPAA Violation/Breach of confidentiality

The HIPAA Privacy Rule is a national standard to protect personal health information and medical records. There are strict guidelines that must be followed to protect the privacy and regulate disclosure of protected medical information. All students are required to undergo HIPAA training at CastleBranch and must in compliance with these regulations at all times.

Students will be dismissed from the program and will not be eligible for re-admission for situations that include, but are not limited to:
- Discussing protected patient information in a public setting
- Failing to maintain patient anonymity in documentation submitted to Frostburg State University
- Copying and/or removing protected patient information from a clinical setting
- Discussing protected patient information with anyone not directly involved in the patient's care
- Accessing any medical record of friend, family or patient that the student is not directly involved in their medical care
- Providing protected patient medical information to any unauthorized person
- Failure to complete the HIPAA training annually
- Verbal or written acts, including on social media sites, that provide situational or circumstantial information unique to a patient case, that may render the patient identifiable

IV. Civility infractions

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) state that professional values and behaviors are the foundation for professional nursing practice. Professional behavior is based on the values of altruism, autonomy, human dignity, integrity, and social justice. Each student is accountable for her/his actions and behaviors, including civility. Nursing is a profession held in high regard by society. Therefore, students in the RN-BSN program are held to standards of academic and professional conduct that may exceed those of the general college population. Listed below are examples (non-inclusive) of behaviors that violate these standards.

The following are examples of unprofessional conduct
- Any behavior that jeopardizes the safety of classmates, faculty, preceptors, or patients and their family members.
- Destruction of University or clinical agency property.
- Threatening physical harm to classmates, faculty, preceptors, or patients and their family members.
- Abusive, obscene, violent, or irresponsible behavior on University property or in clinical agencies.
- Falsification of University or clinical agency records.
- Use or abuse of alcohol, illegal drugs, or prescribed drugs that alter the student's ability to perform duties related to clinical assignments; or presenting at the clinical site in an impaired condition (under the influence of drugs or alcohol, without sufficient sleep, or physically ill).

Students are directed to the *Pathfinder* (FSU student handbook) at http://www.frostburg.edu/admin/ses/pathfinder.pdf for additional information (available online from the FSU homepage http://www.frostburg.edu/). Details of prohibited conduct, sanctions, and disciplinary procedures are described under "University Standards of Personal and Group Conduct."

V. <u>Violation of the ANA Code of Ethics infractions</u>

RN-BSN Students are expected to follow the ANA Code of Ethics in regards to their nursing practice as a student in the classroom and clinical setting. The ANA Code of Ethics with interpretive statements can be found at http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html

Violations of the ANA Code of Ethics includes but is not limited to:

- Failure to practice with compassion and respect with sensitivity to diversity and personal choice
- Failure to act in a way that demonstrates commitment to the patient
- Failure to be a patient advocate
- Failure to accept accountability and responsibility for actions consistent with the profession of nursing
- Failure to promote health and safety of yourself
- Failure to adhere to ethical environment and conditions of attendance in clinical sites
- Failure to advance professionally and intellectually

- Failure to collaborate when appropriate
- Failure to maintain the integrity of the nursing profession

Dismissal Process

If any infraction occurs, the Student Conduct Committee will be notified by the reporting party, in writing, of the events associated with the situation.

The committee members will make every attempt to interview all involved parties. The student may be required to appear on campus to meet with the committee.

The committee will determine if the act or behavior violates any of the student conduct policies of the University or specific to the requirements outlined in this policy.

If an infraction was determined to have occurred, the student may be dismissed from the Nursing Program and/or Frostburg State University.

The student will be notified of the committee's decision.

The Office of Student Affairs will be made aware of all such incidents.

The Student Conduct Committee may elect to place the student on probation in lieu of dismissal provided the student's infraction does not violate any federal, state or local laws and is willing to agree to a remediation plan. The events will be part of the student's nursing departmental record. The student may not be permitted to enter the Honor's program even if meets academic criteria and may not be issued a letter of recommendation.

Appeal Process

Students dismissed from the program may submit a written appeal of the dismissal to the Office of Student Affairs according to University policy.

Academic appeals should state any extraordinary circumstances that resulted in the student's dismissal, how the circumstance was resolved, and the student's ability to fulfill the requirements to complete the program successfully.

Conduct, confidentiality, civility and ethical violation appeals should explain how the student determined that the infraction was not in violation of the policies of Frostburg State University or the Department of Nursing.

Graduation

Application for Graduation

To graduate with a Master of Science in Nursing degree, you must earn a minimum of 30 semester hours of credit and fulfill all degree requirements.   You may enroll as a full-time student carrying 9 or more semester hours or a part-time student, carrying as many as 8 semester hours in the program. Semester credits vary depending on the student's completion of the general education requirements and prerequisites. To graduate on a given date, you must make application on a form available from the Registrar's Office www.frostburg.edu/fsu/assets/File/grad/appForGraduation.pdf (also available online in PAWS Submit the application to the Registrar's Office when you are in your second semester of the program.

Pre- Graduation Surveys

As a student you may be required to complete a survey and program assessment questionnaire before you graduate. This allows the program to gauge student satisfaction with various aspects of the program.

Commencement

To participate in commencement, you must have successfully completed, or be enrolled in the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in July, August, or December, you are eligible to participate in the December ceremony.

Exceptions to these rules require a written request to the Registrar's Office at least three weeks prior to the commencement ceremony, accompanied by evidence that you have enrolled in, and paid tuition for, course work that will meet the remaining requirements during the summer session immediately following May commencement or the January Intersession immediately following December commencement.

See the most recent version of the graduate catalog for a complete overview of graduation and commencement requirements.

Participation in commencement does not confer a degree. Your degree will be posted on your official transcript and you will receive a diploma only after the Registrar's Office has confirmed that you have met all degree requirements.

STUDENT RESOURCES

Library

The library offers a program of instruction in which students learn effective research methods in a hands-on environment. The focus of instruction is to teach students how to find and utilize information and evaluate sources for relevance, reliability and objectivity. MSN students will be able to utilize specific nursing databases as well as receive instruction via tutorials on the use of the library and databases in the nursing courses. To access Research Port for database use, students are issued a 14 digit bar code on admission to the university along with their student identification number. Refer to www.frostburg.edu/dept/library/index.htm for the library's website and access to library materials and databases.

Health Resources

Brady Health Services

The Health Center is accredited by the AAAHC (Accreditation Association for Ambulatory Health Care). The services of the Health Center are available to all currently enrolled students. The health services program emphasizes prevention of health problems and offers limited direct health services combined with referrals to community health agencies, hospitals and specialists. You can find a list of the services offered by the Health Center in the Brady Health Booklet, *The Pathfinder* (student handbook) at http://www.frostburg.edu/admin/ses/pathfinder.pdf and on-line at http://www.frostburg.edu/brady/ . Also, a copy of required forms can be downloaded from the above web site.

Counseling and Psychological Services

The Counseling Service (301-687-4234 or visit http://www.frostburg.edu/counsel/ offers a variety of counseling and developmental services to students and the University community. The services are accredited by the International Association of Counseling Services and provided by experienced counselors, psychologists and supervised graduate practicum students. There are no fees charged to FSU students.

Student Organizations

We highly encourage you to become a member of a professional or student association. These organizations provide financial benefits through membership, but will also enhance your nursing career by exposing you to current professional issues. If you are unsure about the process of joining one of these organizations, the faculty and staff of the MSN program at Frostburg State University are here to help. Please contact us with any questions or concerns and we will be glad to assist you.

Below are student nursing affiliations that provide various benefits while being a nursing student. You can continue membership in these affiliated groups even after you have completed and graduated with your BSN.   Both of these affiliations can provide various membership-only benefits as far as publications, professional development and various discounts specific to the organization.

- **National Student Nurses Association (NSNA)** - open to all student nurses
  Membership Information
  Membership Benefits Pamphlet

- **Sigma Theta Tau** - an honor society where minimum qualifications must be met to become a member.
  Home Page
  Application Information

Below are nursing affiliations that can keep you informed through publications, professional development via certifications, discounts and privileges for members only, and heard via legislation on issues important to health care.

- American Nurses Association (ANA)

- Maryland Nurses Association (MNA)

- Maryland Association of Nursing Students (MANS)

Additional Resources

Please refer to the Graduate Catalog for information about financial aid, academic support, student support services, Veteran's affairs, and Frostburg State University organizations.

PRACTICUM EXPERIENCE

The MSN program provides practicum experiences to students in appropriate health care/acute care settings. As health care professionals, students are responsible for conducting themselves in an appropriate manner during practicum assignments. A variety of health care ad academic settings are used for practicum experiences. Practicum sites are selected to meet program objectives. Students may recommend a possible site or preceptor but the final decision rests with the Program Coordinator. Students are responsible for their own transportation to and from practicum sites.

Technical Standards

Students in the MSN Program at Frostburg Sate University must demonstrate the ability to meet basic technical standards in the practicum setting while providing various types of care. Students needing additional technical support or other accommodations must be able to complete tasks in a reasonably independent and timely manner that does not compromise quality of care or safety of the client or other individuals that are part of the faculty, staff or others involved on the health care/education team. The student's judgment and skills may not be mediated by someone else's clinical abilities. Students must be able to perform the following with or without reasonable accommodation:

- Overall sufficient use of the senses of touch, speech, smell, hearing, and vision.
    - Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
    - Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, patient alarms, fire alarms, etc.
    - Sufficient tactile abilities to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs including palpation, auscultation, percussion, administration of medication and emergency interventions such as cardiopulmonary resuscitation.
- Sufficient communication skills both verbal and non-verbal (speech, reading, writing, language skills and computer literacy) to interact with clients, families,

colleagues, staff, faculty and others and to communicate their needs promptly and effectively, as may be necessary in the client's interest.

- Sufficient abilities to observe clients in regards to health status accurately, including verbal and nonverbal signals such as facial expressions, gestures, temperature, position, equilibrium, and movement.
- Sufficient behavioral, interpersonal and emotional abilities to relate to colleagues, staff, clients, families, faculty and others with honesty, integrity, ethically, and non-discriminatorily to develop therapeutic relationships.
- Sufficient intellectual abilities to problem solve in regards to measure, calculate, analysis and synthesis of information resulting in the development of a plan of care with established priorities, and abilities to monitor treatment plan, the measurement, calculation and modalities.

Criminal Background Checks and Drug Testing

Some clinical agencies may require criminal background checks and drug testing prior to a practicum *rotation. Students will be notified of this in advance and will be responsible for the costs associated* with the background check or drug testing. If a student is rejected by a practicum agency based on her/his background check or drug test, the student will be reassigned.

Please note: The University does not conduct background checks or drug testing. The Coordinator of Nursing will work with practicum agencies in advance and notify students about the need for background checks and drug testing well in advance of clinical placement.

Frostburg State University's Nursing program uses an online service provided by Castle Branch to provide background screening, drug testing, and immunization record tracking solutions. These services are purchased a la carte by the student when applicable. All students will purchase and use the immunization and document tracking service for a modest fee. Other services such as background checks and drug testing are provided to students at an affordable cost and are completed as required by the practicum site.

Practicum Experience Facilities

A wide range of health care and academic facilities are used for the practicum experience in order to provide versatility for the online student and allow the students to tailor the program to meet their professional needs. However, sites are selected as to best meet the objectives of the practicum experience. The practicum site will vary in location as it will be dependent upon the location of the student due to the nature of an online program.

The student will be asked at the beginning of NURS 691 and 694 (administration) or 692 and 695 (education) to select a possible site in their area and provide contact information on the site and preceptor. The student will be required to complete forms and provide the preceptor with a packet containing evaluation forms, guidelines for the preceptor and the clinical experience. The student will complete all necessary forms and return these to the instructor at the beginning of the semester. The instructor reserves the right to change the practicum site based on past usage of other sites in the particular area as necessary.

Students may NOT perform practicum experiences within the departments where they are employed or were recently employed. The student may complete a practicum experience at one of these sites in a different unit or division within the same facility.

Student Responsibilities in Practicum Setting

- Respect the smoking policy of the practicum site.
- Turn cell phones and pagers to the silent mode. Return calls and messages ONLY during a break or meal time.
- Know and comply with all agency policies.
- Provide preceptor with a copy of objectives for the practicum experience.
- Arrange schedule of required hours with practicum preceptor.
- Provide the practicum agency with contact information.
- Notify the preceptor and faculty member when the work schedule must be altered; 24 hour notice is preferred.
- Wear required MSN identification at all times.
- Meet with practicum preceptor as requested and necessary.
- Act in accordance of university policy.

Student's Responsibilities to the Faculty in the Practicum Setting

- Suggest an agency and/or preceptor.
- Prepare and submit learning objectives for the practicum experience to course faculty for approval.
- Notify faculty if a situation arises in which the student cannot follow the policy of the practicum agency.
- Meet with faculty on a regular basis as requested to discuss details of the practicum experience, progression towards objectives, and needs for faculty assistance.

- Complete an evaluation of the practicum site and preceptor.
- PLEASE NOTE: Students may not participate in FSU clinical practicum unless their preceptor or a faculty member is physically present in the practicum facility.

Confidentiality

All students must adhere to Health Insurance Portability and Accountability Act of 1996 ("HIPAA") policies in all practicum placements. Students must follow agency policies regarding use of and access to electronic medical records.

Attendance at the Practicum Site

Students are expected to report to their practicum site on time. Students MUST provide appropriate notification of lateness or absence to the preceptor or practicum site. Students may not be excused from any of their practicum hours, so all episodes of tardiness or absence must be made up at a later time before the end of the semester.

Hygiene

Basic personal hygiene is vital in a practicum environment and must be maintained at all times. This refers to cleanliness of breath and body at all times. Always avoid perfumes, colognes, aftershaves and strong smelling lotions. Fingernails should be neatly trimmed and short without artificial nails as they are not acceptable in the health care based practicum. Make up should be applied modestly. Beards and moustaches must be neatly trimmed. Any hair that falls below the collar line should be pulled back in a ponytail or similar hairstyle.

Dress Code

Professional appearance plays a fundamental role in establishing a relationship with individuals, families, communities, and other health professionals. Students are expected to dress and conduct themselves in a manner that is culturally sensitive and makes those around them feel comfortable. Students are expected to dress according to the dress code of their practicum agency – this may be scrubs or professional casual. Students will wear their FSU MSN identification badge at all times in their assigned practicum agency. The following guidelines apply no matter what the agency dress code:

- No jeans, sweat pants, shorts, flip flops
- No bare midriffs, low cut shirts, or camisoles without over shirts
- No form fitting clothing, including leggings, spandex. No see-thru clothing
- Minimal jewelry – one pair of earrings (no hoops or dangles), wedding band
- No piercing jewelry except for earrings
- Tattoos should be covered as much as possible
- No perfume, cologne, or aftershave
- No artificial nails
- Hair that falls below the collar must be pulled back.
- No open-toe shoes

Safety in the Care and Academic Health Setting

Safety considerations for visiting clients at home if applicable
- Student safety is the highest priority. At any time that a student feels her/his safety is threatened, she/he should withdraw from the setting/situation immediately.
- Students should make home visits with their preceptor or in pairs.
- Situations in which the only other people in the home will be of the opposite sex should be avoided.
- Students should not pursue home visits when arguments are in process.
- Students should avoid areas of loitering or secluded areas.
- Students should use standard auto safety practices.

Pregnancy

A student who is pregnant may participate in a community health practicum assignment as long as the student's health status is satisfactory and the student is able to complete the practicum assignment. A note from the student's health care provider indicating safety of participation in clinical activities may be required. For the safety of the student who is pregnant, she must not enter where radioisotopes or x-ray therapy is being administered. Students who are pregnant should consult with their faculty member well in advance of their practicum assignment. Health care and academic practicum sites may have policies that determine the placement of students during pregnancy; assignments will be made accordingly.

Unsafe Practicum Practices

Patient safety and well-being are given the highest priority in any practicum situation. Students whose behaviors endanger patient safety will be asked to leave the practicum agency and meet with the Program Coordinator as soon as possible. Serious breaches of patient safety may result in dismissal from the program.

Any student suspected of being under the influence of drugs or alcohol in the practicum setting will be referred immediately to the Coordinator of the Nursing Program. The student will then be referred to a clinic or hospital for drug testing, the student will be responsible for the cost of the testing whether a positive or negative result. Because the students in the MSN program are practicing nurses, a positive drug test will be referred not only to the Code of Conduct Administrator but also will be referred to the Maryland Board of Nursing. Students will be able to return to their practicum site if their initial drug test is negative or once they are assigned to a program of on-going counseling and testing. Students are responsible for making up all practicum hours missed as a result of these disciplinary activities.

Health Requirements Prior to Practicum

In order to safeguard students and patients, students must provide evidence (documentation from Employee Health, private physician, health clinic) of:
- Immunity (by immunization or titer level) to measles, mumps, rubella, and varicella.
- Tetanus immunization within the last 10 years
- A complete series of Hepatitis B immunizations and a current Hepatitis B titer
- PPD placed and read within the past year – in the case of a positive result, a statement from the health care provider verifying negative chest x-ray results is required. PPD status must be updated annually.
- Current CPR certification for adult, child, and infant. Must be updated annually.

Any student who declines immunizations for religious or other reasons is required to sign a waiver.

Required Immunization Form: The Nursing Department requires all students to be immunized for rubeola, rubella, diphtheria, tetanus and mumps and to have documentation of these immunizations on file at the beginning of URS 691 and 694 (Administration Practicum) or 692 and 695 (Education Practicum). Tuberculosis risk assessment is also required. If you were born before 1957, you are exempt from documentation for mumps, rubeola and rubella.

Blood borne Pathogen Exposure Control

This policy is based on the "Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis" (http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm), June 29, 2001

Frostburg State University holds a non-discriminatory position in relation to the admission and progression of students. Inquiry into HIV, HBV, or HCV status is not part of the application or admission process.

As practicing nurses, MSN students are familiar with and are expected to apply standard precautions in ALL of their practicum experiences. In the case in which a practicum agency has a more restrictive policy than standard precautions, the student shall follow the practicum agency's policy. MSN students cannot refuse to follow standard precautions and cannot refuse to care for patients who are HIV, HBV, or HCV positive.

In the case of a blood or body fluid exposure students should follow the blood and body fluid exposure policy at their practicum site. Preceptors and campus faculty should be notified of all exposures.

In the absence of such a policy,
The student will:
- wash wounds and skin with soap and water
- flush mucous membranes with water
- notify her/his preceptor and campus faculty

Campus faculty will notify Brady Health Center and make arrangements for risk assessment and counseling, test or post-exposure prophylaxis as indicated by the U.S. Public Health Service guidelines. All associated costs are borne by the student. Information on HIV testing at the Brady Health Center is available at http://www.frostburg.edu/brady

Malpractice Insurance

MSN students are covered, as students, under the state's liability insurance. Student name and social security number must be submitted to ensure coverage.

Coverage is provided for students who are required by a facility to have Professional Liability coverage while interning in that facility. Coverage is intended for persons having patient/client contact exposure. It is not General Liability and does not fulfill any requirement for General Liability.

This insurance only covers students during school-related experiences and does not prevent the need for individual professional insurance to cover circumstances unrelated to the practicum and educational program.

TECHNOLOGY

Computer Requirements

In order to participate in a fully online, blended or web-enhanced course at FSU, students must have reliable access to a computer with Internet access. The computer system the student uses must fulfill the requirements listed within this page. All computers available in the student computer labs on campus meet these hardware requirements.

To complete a systems requirement check go to http://www.frostburg.edu/blackboard/blackboard-9-minimum-requirements/

PAWS

PAWS is Frostburg State University's Internet Registration system. You can view your academic record, service holds, the Schedule of Classes, registration time period and register for classes using this system. Call the help desk at 301-687-7777 for help logging on for the first time. The PAWS login can be found at https://csprodweb2.frostburg.edu/psp/GoBobcats/?cmd=login&languageCd=ENG& .

Blackboard

Extensive information is available about Blackboard, the educational software used to deliver classes on-line. New students will be oriented to Blackboard at the beginning of their first online class in the RN-BSN program. Information about using Blackboard is integrated into every Nursing course.   Blackboard login can be found at www.frostburg.edu/blackboard. See computer requirements in this handbook under Policies and Procedures and computer requirements to ensure your system will work effectively.

E-mail

Each student is given a university email address once they are admitted to the university. It is the responsibility of the student to check their email regularly. We recommend that you check your email 2-3 times per week as this is how you will primarily communicate with faculty and staff on campus. Refer to http://www.frostburg.edu/mail/index.htm for the student email login. You may also have your FSU email account sent to your smartphone or other device. Guides can be found below.
Android Device:
http://www.frostburg.edu/fsu/assets/File/computing/help/ConfigureYourFSUEmailAccountOnYourAndroid%20Device.pdf
Apple Device:
http://www.frostburg.edu/fsu/assets/File/computing/help/ConfigureYourFSUEmailAccountOnYourAppleDevice.pdf

Blackboard Collaborate

Each student will need to access http://www.blackboard.com/online-collaborative-learning/blackboard-collaborate.aspx. A web browser and a Java plug-in are required to gain access. The first time the student accesses Blackboard Collaborate an automatic system and software check will be completed to see if the student is running the required software. If not, the results of the check will prompt the student as to what needs installed. There is a 24/7 Blackboard Collaborate Technical Support hotline in the event the student has any difficulty with the application. The number is 1.866.388.8674.

Help Desk

The FSU Help Desk assists users with various technical problems; however users are strongly encouraged to view the frequently asked questions before contacting the FSU Help Desk. Services of the University Help Desk (301-687-7777) are available to help students open and maintain University email accounts. Official information from the RN-BSN Program is sent via University student email.