



COLLEGE *of* NURSING

EAST TENNESSEE STATE UNIVERSITY

DNP Student Handbook

2018- 2019

PREFACE

The purpose of this student handbook is to assist you in understanding the policies, procedures, and general information specific to the DNP program within the College of Nursing at East Tennessee State University. The information in this guide should supplement, not substitute, information published in the East Tennessee State University graduate catalog.

Successful matriculation and graduation from an academic program requires adherence to all policies, procedures, and regulations as stipulated by both the College of Nursing and the university. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, program director, or other appropriate persons.

This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing. The current handbook will also be available online at <http://www.etsu.edu/nursing> in the College of Nursing Graduate Programs section.

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the College of Nursing.

East Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, veteran status, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Interim Equal Employment Compliance Officer and Title IX Coordinator and may be contacted at: 206 Burgin E. Dossett Hall, Johnson City, TN 37614, 423-439-4445. Additionally, the Title IX Coordinator is designated to monitor and oversee Title IX complaints. https://www.etsu.edu/ehome/aa_eeo.php

DNP students please note:

This DNP Handbook is not a contract, and is subject to change.

The Handbook in place at the time of matriculation is the document that governs each individual student's matriculation in the program.

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**EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF NURSING**

VISION

To be the best College of Nursing in the state and region, nationally recognized in improving health through the innovation and integration of teaching, research, service, scholarship, and practice.

MISSION

The mission of the College of Nursing is to facilitate the health of the community through excellence and innovation in nursing education, research, service, scholarship, and practice.

GOALS

1. Provide highest quality nursing education programs.
2. Provide BSN, MSN, DNP, and PhD graduates to address nursing workforce needs.
3. Provide culturally diverse and international opportunities for students and faculty.
4. Engage in faculty, staff, and/or student research and scholarly activities that improve health and advance nursing knowledge.
5. Deliver innovative health care in partnership with communities.
6. Influence systems and policies, through professional leadership and collaboration, to improve individual and community health.
7. Engage in interprofessional education, research, service, scholarship, and health care delivery.

VALUES

East Tennessee State University pursues its mission through a student-centered community of learning reflecting high standards and promoting a balance of liberal arts and professional preparation, continuous improvement, and based upon core values. The College of Nursing faculty and staff will support and exhibit the university's core values as follows:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity, and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and **COMMITMENT** to intellectual achievement is embraced.

D.N.P. PURPOSE AND GOALS

The Doctor of Nursing Practice (DNP) degree program is designed to produce leaders in nursing and healthcare practice. Specific objectives for the program are to provide students with the knowledge, skills, and values to:

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1. Integrate specialized knowledge, theories, and research from nursing science and related disciplines for application to nursing practice;
2. Assume leadership roles as advanced clinicians, nurse educators, and/ or administrators;
3. Demonstrate accountability in nursing practice according to accepted standards of patient care and safety;
4. Use information technology to translate research findings into evidence-based practice at the individual and health system levels;
5. Affect desired change by developing and implementing policies at different levels of the health care system and with different constituencies;
6. Provide multidisciplinary leadership through analysis of critical indicators within health care systems to provide optimal client care and safety; and
7. Demonstrate advanced knowledge and skill in planning and delivery of health management.

D.N.P. PROGRAM COMPETENCIES

The competencies expected of a DNP graduate from ETSU are adopted directly from the eight essentials of doctoral education for advanced practice in nursing as specified by the American Association of Colleges of Nursing (2006, pp. 8- 17).

On completion of the D.N.P. degree program, the graduate will be able to:

1. Scientific Underpinnings for Practice
 - a. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.
 - b. Use science-based theories and concepts to:
 - Determine the nature and significance of health and health care delivery phenomena;
 - Describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate, and
 - Evaluate outcomes.
 - c. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines.
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
 - a. Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences.
 - b. Ensure accountability for quality of health care and patient safety for populations with whom they work.
 - Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems.
 - Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery.
 - Develop and/or monitor budgets for practice initiatives.
 - Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes.
 - Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers.

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- c. Develop and/ or evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research.
3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
 - a. Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice.
 - b. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.
 - c. Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.
 - d. Apply relevant findings to develop practice guidelines and improve practice and the practice environment.
 - e. Use information technology and research methods appropriately to:
 - Collect appropriate and accurate data to generate evidence for nursing practice
 - Inform and guide the design of databases that generate meaningful evidence for nursing practice
 - Analyze data from practice
 - Design evidence-based interventions
 - Predict and analyze outcomes
 - Examine patterns of behavior and outcomes
 - Identify gaps in evidence for practice
 - f. Function as a practice specialist/ consultant in collaborative knowledge-generating research.
 - g. Disseminate findings from evidence-based practice and research to improve healthcare outcomes.
 4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
 - a. Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.
 - b. Analyze and communicate critical elements necessary to the selection, use, and evaluation of health care information systems and patient care technology.
 - c. Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases.
 - d. Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.
 - e. Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.
 5. Health Care Policy for Advocacy in Health Care
 - a. Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.
 - b. Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.
 - c. Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes.
 - d. Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes.
 - e. Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.
 - f. Advocate for social justice, equity, and ethical policies within all healthcare arenas.
 6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
 - a. Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

- b. Lead interprofessional teams in the analysis of complex practice and organizational issues.
 - c. Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.
7. Clinical Prevention and Population Health for Improving the Nation's Health
- a. Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.
 - b. Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/ disease prevention efforts, improve health status/ access patterns, and/ or address gaps in care of individuals, aggregates, or populations.
 - c. Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.
8. Advanced Nursing Practice
- a. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.
 - b. Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.
 - c. Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.
 - d. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.
 - e. Guide, mentor, and support other nurses to achieve excellence in nursing practice.
 - f. Educate and guide individuals and groups through complex health and situational transitions.
 - g. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

Approved by CON Faculty: 2/2010, reaffirmed 4/2018

CURRICULUM REQUIREMENTS AND PROGRAM PLANS

MSN to DNP Degree Programs of Study

NOTE:

- Students who are pursuing the same concentration in the DNP program as was completed in the MSN degree program and/or are nationally certified in the same concentration will follow the program plan below.
- Students who are pursuing a DNP concentration different than the one that was completed in the MSN degree will have an individualized program plan which will likely require more credit and practicum hours than those listed here.
- Students who hold a BSN degree and a master's degree in a non-nursing area will have an individualized program plan which will likely require more credit and practicum hours than those listed here.

MSN-to-DNP FNP Concentration Full-time

Summer Semester 1 8 credit hours		
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
Fall Semester 2 9 credit hours		
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6614	Advanced Interventions	3
Spring Semester 3 9 credit hours		
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
XXXX	*Advisor approved elective (or Fall or Summer Session)	3
Summer Semester 4 6 credit hours		
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6613	Advanced Nursing for Rural and Underserved Populations	3
Total Credit Hours		32
Total Clock Hours		500

***Approved Electives:** NRSE 6400 Improving Mental Health Outcomes in Primary Care
NRSE 6120 Statistical Methods for Nursing Research I

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**MSN-to-DNP
FNP Concentration
Part-time**

	Summer Semester 1 5 credit hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
	Fall Semester 2 6 credit hours	
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6614	Advanced Interventions for Primary Care	3
	Spring Semester 3 3 credit hours	
NRSE 6713	Systems Management	3
	Summer Semester 4 6 credit hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
NRSE 6613	Advanced Nursing for Rural and Underserved Populations	3
	Fall Semester 5 3 credit hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 6 6 credit hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
	*Advisor Approved Elective (or Fall or Summer Session)	
	Summer Semester 7 3 credit hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
Total Credit Hours		32
Total Clock Hours		500

***Approved Electives:** NRSE 6400 Improving Mental Health Outcomes in Primary Care
NRSE 6120 Statistical Methods for Nursing Research I

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**MSN-DNP
PMHNP Concentration
Full-time**

Summer Semester 1 8 hours		
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
Fall Semester 2 9 hours		
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6414	Neurobiology of Psychiatric Disorders	3
Spring Semester 3 9 hours		
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6415	Mental Health Care Delivery Systems	3
Summer Semester 4 6 hours		
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
XXXX	Advisor approved elective	3
Total Credit Hours		32
Total Clock Hours		500

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**MSN-DNP
PMHNP Concentration
Part-time**

	Summer Semester 1 5 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
	Fall Semester 2 6 hours	
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6414	Neurobiology of Psychiatric Disorders	3
	Spring Semester 3 6 hours	
NRSE 6713	Systems Management	3
NRSE 6415	Mental Health Care Delivery Systems	3
	Summer Semester 4 6 hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
XXXX	Advisor approved elective	3
	Fall Semester 5 3 hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 6 3 hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
	Summer Semester 7 6 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
XXXX	Advisor approved elective (or Spring Semester)	3
Total Credit Hours		32
Total Clock Hours		500

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**MSN-to-DNP
AGNP Concentration
Full-time**

	Summer Semester 1 8 credit hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
	Fall Semester 2 9 credit hours	
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6614	Advanced Interventions in Primary Care	3
	Spring Semester 3 9 credit hours	
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
XXXX	*Advisor Approved Elective (or Fall or Summer Semester)	3
	Summer Semester 4 6 credit hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6514	DNP Role in Long Term Care of Adults	3
Total Credit Hours		32
Total Clock Hours		500

***Approved Electives:** NRSE 6400 Improving Mental Health Outcomes in Primary Care
NRSE 6120 Statistical Methods for Nursing Research I

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**MSN-to-DNP
AGNP Concentration
Part-time**

	Summer Semester 1	
	5 credit hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
	Fall Semester 2	
	6 credit hours	
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6614	Advanced Interventions	3
	Spring Semester 3	
	3 credit hours	
NRSE 6713	Systems Management	3
	Summer Semester 4	
	6 credit hours	
NRSE 6801	DNP Project Identification	3
		(125 clock hours)
NRSE 6514	DNP Role in Long Term Care	3
	Fall Semester 5	
	3 credit hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 6	
	6 credit hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
XXXX	*Advisor Approved Electives (or Fall or Summer Semesters)	3
	Summer Semester 7	
	3 credit hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
Total Credit Hours		32
Total Clock Hours		500

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***Approved Electives:** NRSE 6400 Improving Mental Health Outcomes in Primary Care
NRSE 6120 Statistical Methods for Nursing Research I

**MSN-to-DNP
Executive Leadership
Full-time**

Summer Semester 1 8 hours		
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
Fall Semester 2 9 hours		
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6712	Strategic Fiscal Management	3
Spring Semester 3 9 hours		
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6714	Executive Leadership	3
Summer Semester 4 6 hours		
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
Total Credit Hours		32
Total Clock Hours		500

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**MSN-to-DNP
Executive Leadership
Part-time**

	Summer Semester 1 5 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
	Fall Semester 2 6 hours	
NRSE 6050	Knowledge Translation & Process Improvement	3
NRSE 6712	Strategic Fiscal Management	3
	Spring Semester 3 6 hours	
NRSE 6713	Systems Management	3
NRSE 6714	Executive Leadership	3
	Summer Semester 4 6 hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
	Fall Semester 5 6 hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
	Spring Semester 6 6 hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
	Summer Semester 7 6 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
Total Credit Hours		32
Total Clock Hours		500

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**BSN-to-DNP
FNP Concentration
Full-time**

Course	Title	Credit Hours
Fall Semester 1 9 hours		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
Spring Semester 2 12 hours		
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
Summer Semester 3 12 hours		
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
Fall Semester 4 9 hours		
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
NRSE 6002	Health Policy Leadership	3
Spring Semester 5 9 hours		
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
Summer Semester 6 8 hours		
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
Fall Semester 7 9 hours		
NRSE 6050	Quality/Translation	3

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NRSE 6802	DNP Project Development	3
		(125 clock hours)
NRSE 6614	Advanced Interventions	3
	Spring Semester 8 9 hours or 6 if taken NRSE 6400	
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3* *if not already taken
	Summer Semester 9 9 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6613	Advanced Nursing for Rural and Underserved Populations	3
XXXX	Advisor approved elective	3
Total Degree Credit Hours		83
Total Degree Clock Hours		1040

**BSN-to-DNP
FNP Concentration
Part-time**

Course	Title	Credits
	Fall Semester 1 6 hours	
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
	Spring Semester 2 6 hours	
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
	Summer Semester 3 6 hours	
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
	Fall Semester 4 6 hours	
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 6002	Health Policy Leadership	3
	Spring Semester 5 6 hours	
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
	Summer Semester 6 6 hours	
NRSE 5021	Life Span Assessment and Clinical Management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
	Fall Semester 7 6 hours	
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
	Spring Semester 8 9 hours	
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
	Summer Semester 9 5 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1

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	Fall Semester 10 6 hours	
NRSE 6050	Quality/Translation	3
NRSE 6614	Advanced Interventions	3
	Spring Semester 11 6 hours (or 3 if taken NRSE 6400)	
NRSE 6713	Systems Management	3
NRSE 6400	Improving Mental Health Outcomes in Primary Care *if not already taken	3*
	Summer Semester 12 6 hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
NRSE 6613	Advanced Nursing for Rural and Underserved Populations	3
	Fall Semester 13 3 hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 14 3 hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
	Summer Semester 15 6 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
XXXX	Advisor approved elective	3
Total Degree Credit Hours		83
Total Degree Clock Hours		1040

**BSN-to-DNP
PMHNP Concentration
Full-time**

Course	Title	Credit Hours
	Fall Semester 1 12 hours	
NRSE 5018	Advanced Clinical Pharmacology	3
NRSE 5016	Advanced Pathophysiology	3
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60)
	Spring Semester 2 9 hours	
NRSE 5303	Psychopharmacology	3
NRSE 5404	Advanced Family Psychiatric Nursing Care I	3
NRSE 5405	Advanced Family Psychiatric Nursing Care I Practicum	3 (120)
	Summer Semester 3 9 hours	
NRSE 5408	Advanced Family Psychiatric Nursing Care II	3
NRSE 5409	Advanced Family Psychiatric Nursing Care II Practicum	3 (120)
NRSE 6002	Health Policy Leadership	3
	Fall Semester 4 9 hours	
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5410	Interpersonal Treatment Modalities	3
NRSE 5411	Interpersonal Treatment Modalities Practicum	3 (120)
	Spring Semester 5 9 hours	
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 6950	Internship in Advanced Nursing Practice	3 (120)
NRSE 5006	Advanced Role Development	3
	Summer Semester 6 8 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
	Fall Semester 7 9 hours	
NRSE 6050	Quality/Translation	3

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NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6414	Neurobiology of Psychiatric Disorders	3
	Spring Semester 8 9 hours	
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6415	Mental Health Care Delivery Systems	3
	Summer Semester 9 6 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
XXXX	Advisor approved elective	3
Total Degree Credit Hours		80
Total Degree Clock Hours		1040

**BSN-to-DNP
PMHNP Concentration
Part-time**

Course	Title	Credit Hours
	Fall Semester 1 6 hours	
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
	Spring Semester 2 6 hours	
NRSE 5018	Advanced Clinical Pharmacology	3
NRSE 5303	Psychopharmacology	3
	Summer Semester 3 6 hours	
NRSE 5006	Advanced Role Development	3
NRSE 6002	Health Policy Leadership	3
	Fall Semester 4 6 hours	
NRSE 5016	Advanced Pathophysiology	3
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
	Spring Semester 5 6 hours	
NRSE 5404	Advanced Family Psychiatric Nursing Care I	3
NRSE 5405	Advanced Family Psychiatric Nursing Care I Practicum	3 (120 clock hours)
	Summer Semester 6 6 hours	
NRSE 5408	Advanced Family Psychiatric Nursing Care II	3
NRSE 5409	Advanced Family Psychiatric Nursing Care II Practicum	3 (120 clock hours)
	Fall Semester 7 6 hours	
NRSE 5410	Interpersonal Treatment Modalities	3
NRSE 5411	Interpersonal Treatment Modalities Practicum	3 (120 clock hours)
	Spring Semester 8 6 hours	
NRSE 6950	Internship in Advanced Nursing Practice	3 (120 clock hours)
NRSE 5001	Nursing Research for Evidence-Based Practice	3
	Summer Semester 9 5 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
	Fall Semester 10 6 hours	
NRSE 6050	Quality/Translation	3

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NRSE 6414	Neurobiology of Psychiatric Disorders	3
	Spring Semester 11 6 hours	
NRSE 6713	Systems Management	3
NRSE 6415	Mental Health Care Delivery Systems	3
	Summer Semester 12 6 hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
XXXX	Advisor approved elective	3
	Fall Semester 13 3 hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 14 3 hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
	Summer Semester 15 3 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
Total Degree Credit Hours		80
Total Degree Clock Hours		1040

**BSN-to-DNP
AGCPNP Concentration
Full-time**

Course	Title	Credit Hours
	Fall Semester 1 9 hours	
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
	Spring Semester 2 12 hours	
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
	Summer Semester 3 12 hours	
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
	Fall Semester 4 9 hours	
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
NRSE 6002	Health Policy Leadership	3
	Spring Semester 5 9 hours	
NRSE 5031	Care of Older Adults with Chronic Health Problems and Complex Needs	3
NRSE 5032	Care of Older Adults with Chronic Health Problems and Complex Needs Practicum	3 (120 clock hours)
NRSE 5038	Pharmacology and Therapeutics for Older Adults	3
	Summer Semester 6 8 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
	Fall Semester 7 9 hours	
NRSE 6050	Quality/Translation	3
NRSE 6802	DNP Project Development	3

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		(125 clock hours)
NRSE 6614	Advanced Interventions	3
	Spring Semester 8 9 hours	
NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
	Summer Semester 9 9 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6514	DNP Role in Long Term Care	3
XXXX	Advisor Approved Elective (or Fall or Spring Semesters)	3
Total Degree Credit Hours		86
Total Degree Clock Hours		1040

**BSN-to-DNP
AGCPNP Concentration
Part-time**

Course	Title	Credits
	Fall Semester 1 6 hours	
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
	Spring Semester 2 6 hours	
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
	Summer Semester 3 6 hours	
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
	Fall Semester 4 6 hours	
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 6002	Health Policy Leadership	3
	Spring Semester 5 6 hours	
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
	Summer Semester 6 6 hours	
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
	Fall Semester 7 6 hours	
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
	Spring Semester 8 9 hours	
NRSE 5031	Care of Older Adults with Chronic Health Problems and Complex Needs	3
NRSE 5032	Care of Older Adults with Chronic Health Problems and Complex Needs Practicum	3 (120 clock hours)
NRSE 5038	Pharmacology and Therapeutics for Older Adults	3
	Summer Semester 9 5 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4

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NRSE 5030	Scholarly Writing	1
	Fall Semester 10 6 hours	
NRSE 6050	Quality/Translation	3
NRSE 6614	Advanced Interventions	3
	Spring Semester 11 6 hours	
NRSE 6713	Systems Management	3
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
	Summer Semester 12 6 hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
NRSE 6514	DNP Role in Long Term Care	3
	Fall Semester 13 3 hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 14 3 hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
	Summer Semester 15 6 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (225 clock hours)
XXXX	Advisor approved elective (or Fall or Spring Semesters)	3
Total Degree Credit Hours		83
Total Degree Clock Hours		1040

**BSN-to-DNP
Executive Leadership Concentration
Full-time**

Course	Title	Credit Hours
	Fall Semester 1 9 hours	
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5501	Leadership in Nursing Administration	3
NRSE 5590	Strategic Planning for Health Care Organizations	3
	Spring Semester 2 9 hours	
NRSE 5001	Nursing Research for EBP	3
NRSE 5510	Organizational Theory and Nursing Administration	3
NRSE 5530	Healthcare Organization and Law	3
	Summer Semester 3 9 hours	
NRSE 5006	Advanced Role Development	3
NRSE 5502	Executive Leadership Practicum I	3 (180 clock hours)
NRSE 5520	Fiscal Management in Nursing Administration	3
	Fall Semester 4 12 hours	
NRSE 6002	Health Policy Leadership	3
NRSE 5503	Executive Leadership Practicum II	3 (180 clock hours)
NRSE 5580	Project Management for Nurse Leaders	3
NRSE 5550	Human Resource Management in Healthcare Organizations	3
	Spring Semester 5 6 hours	
NRSE 5504	Executive Leadership Practicum III	3 (180 clock hours)
NRSE 6513	Case Management	3
	Summer Semester 6 8 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
NRSE 6801	DNP Project Identification	3 (125 clock hours)
	Fall Semester 7 9 hours	
NRSE 6050	Quality/Translation	3
NRSE 6802	DNP Project Development	3 (125 clock hours)
NRSE 6712	Strategic Fiscal Management	3
	Spring Semester 8 9 hours	

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NRSE 6713	Systems Management	3
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
NRSE 6714	Executive Leadership	3
	Summer Semester 9 6 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
Total Degree Credit Hours		77
Total Degree Clock Hours		1040

**BSN-to-DNP
Executive Leadership Concentration
Part-time**

Course	Title	Credit Hours
	Fall Semester 1 6 hours	
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5501	Leadership in Nursing Administration	3
	Spring Semester 2 6 hours	
NRSE 5001	Nursing Research for EBP	3
NRSE 5510	Organizational Theory and Nursing Administration	3
	Summer Semester 3 6 hours	
NRSE 5502	Executive Leadership Practicum I	3 (180 clock hours)
NRSE 5520	Fiscal Management in Nursing Administration	3
	Fall Semester 4 6 hours	
NRSE 5503	Executive Leadership Practicum II	3 (180 clock hours)
NRSE 5590	Strategic Planning for Healthcare Organizations	3
	Spring Semester 5 6 hours	
NRSE 5504	Executive Leadership Practicum III	3 (180 clock hours)
NRSE 5530	Healthcare Organization and Law	3
	Summer Semester 6 6 hours	
NRSE 5006	Advanced Role Development	3
NRSE 6002	Health Policy Leadership	3
	Fall Semester 7 6 hours	
NRSE 5580	Project Management for Nurse Leaders	3
NRSE 5550	Human Resource Management in Healthcare Organizations	3
	Spring Semester 8 3 hours	
NRSE 6513	Case Management	3
	Summer Semester 9 5 hours	
NRSE 5100	Principles of Population Health and Data Analysis for Advanced Nursing Practice	4
NRSE 5030	Scholarly Writing	1
	Fall Semester 10 6 hours	
NRSE 6050	Quality/Translation	3
NRSE 6712	Strategic Fiscal Management	3
	Spring Semester 11 6 hours	

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NRSE 6713	Systems Management	3
NRSE 6714	Executive Leadership	3
	Summer Semester 12 6 hours	
NRSE 6801	DNP Project Identification	3 (125 clock hours)
NRSE 6715	Contemporary Problems in Executive Leadership	3
	Fall Semester 13 3 hours	
NRSE 6802	DNP Project Development	3 (125 clock hours)
	Spring Semester 14 3 hours	
NRSE 6803	DNP Project Implementation	3 (125 clock hours)
	Summer Semester 15 3 hours	
NRSE 6804	DNP Project Evaluation & Dissemination	3 (125 clock hours)
Total Degree Credit Hours		77
Total Degree Clock Hours		1040

CONCENTRATION COURSES (required):**Family Nurse Practitioner (FNP)**

Course	Title	Credit Hours
NRSE 6613	Advanced Nursing Care in Rural & Underserved Populations	3
NRSE 6614	Advanced Interventions for Primary Care	3

Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP)

Course	Title	Credit Hours
NRSE 6614	Advanced Interventions for Primary Care	3
NRSE 6514	DNP Role in Long Term Care	3

Psychiatric/Mental Health Nurse Practitioner (PMHNP)

Course	Title	Credit Hours
NRSE 6414	Neurobiology of Psychiatric Disorders	3
NRSE 6415	Mental Health Care Delivery Systems	3

Executive Leadership in Nursing

Course	Title	Credit Hours
NRSE 6712	Strategic Fiscal Management	3
NRSE 6714	Executive Leadership	3
NRSE 6715	Contemporary Problems in Executive Leadership in Nursing	3

Acute Care Nurse Practitioner (ACNP) *Currently unavailable*

Course	Title	Credit Hours
NRSE 6015	Advanced Wound Care	3
NRSE 6016	Advanced Pathophysiology & Acute Care Issues	3
NRSE 6018	Integration & Application of Advanced Skills in Acute Care	3
MGMT/NRSE/ PUBH 5590	Strategic Planning for Health Care	3

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Interprofessional Education and Practicum Policy

Interprofessional Practicum Advanced Practice Concentrations

Students in the ETSU College of Nursing DNP programs Advanced Clinical Practice (Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner) and Executive Leadership concentrations are required to complete a minimum of 40 hours of practicum in an interprofessional experience, as part of the overall practicum for their program. The interprofessional experience can be part of a formal interprofessional clinic or can be organized by the student specifically for this practicum requirement, in collaboration with the student's course faculty, academic advisor and partners from the proposed organization.

(Approved by Graduate Faculty Meeting 5/07/18)

Disclaimer: Information in the DNP Handbook is taken from ETSU's Graduate Studies Graduate Catalog 2018-2019 web site link: <http://catalog.etsu.edu/index.php?catoid=22>

Related Policies and Procedures are taken from graduate studies link: <https://catalog.etsu.edu/content.php?catoid=27&navoid=1342>

SECTION II

PROGRESSION, READMISSION, AND GRADUATION POLICIES

Progression Requirements for All Graduate Students

1. Students in graduate nursing programs must meet the requirements of the School of Graduate Studies to remain in good standing. An overall grade point average (GPA) of 3.0 (B) or better must be maintained.
2. In addition, a nursing student must achieve a "B" or better in every graduate nursing course. Policies of the School of Graduate Studies for progression will apply.
3. DNP students may repeat a course in which a grade of less than B was received once.
4. If a student's cumulative grade point average falls below 3.0, she/he will be placed on academic probation the following semester. If the student does not achieve a 3.0 cumulative grade point average at the conclusion of one probationary semester, the Dean of the School of Graduate Studies and the Associate Dean for Academic Programs in the College of Nursing will determine if the student should be dismissed from graduate study or continued on academic probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester, a student whose cumulative grade point average is still below 3.0 will be dismissed from graduate study.
5. Students whose performance results in a GPA so far below 3.0 as to make it mathematically impossible to attain an overall GPA of 3.0 after one semester may be subject to dismissal without a probationary term.
6. An incomplete grade ("I") indicates that the student was passing the course at the end of the semester, but due to circumstances beyond the student's control, was unable to complete the course work for which the "I" is assigned. The "I" grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An "I" grade must be removed no later than one calendar year from the time the grade is awarded. Time extension requests for removal of an "I" grade must be submitted to and approved by the Dean of the School of Graduate Studies before the allotted time expires. An "I" grade not removed under the guidelines in the Graduate Catalog will be converted to an "F."
7. DNP students may have grades of "WF" in no more than one semester within an academic year.

8. Students who wish to change from part-time to full-time status must submit a written request to the College of Nursing's Office of Student Services. Request will be approved on an individual basis, taking into consideration the student's academic performance and available clinical slots.
9. Students must maintain an unencumbered registered nurse license in all states where they are currently licensed throughout the duration of the graduate program and in the state(s) where they fulfill clinical course requirements. If at any time during enrollment in the graduate program a student's nursing license becomes encumbered, suspended, or revoked, the student must immediately report this to the Associate Dean of Graduate Programs in the College of Nursing. If a student's registered nurse license is suspended or revoked, or a student fails to report any changes in licensure status to the Associate Dean of Graduate Programs, the student will be administratively withdrawn from the graduate program. A student's ability to continue enrollment in the graduate program with an encumbered license will be reviewed on an individual basis considering the restriction/limitations placed on the student's practice as a registered nurse by the board of nursing in the state issuing the encumbered license.

The student is referred to the *Graduate Catalog* for more detailed progression information.

Transfer of College Credits

1. As stated in the *Graduate Catalog*, students may petition for the transfer of a maximum of nine (9) semester hours of graduate credit earned from ETSU or other regionally accredited U.S. and approved international institutions, if grades of "B" (or equivalent) or higher were received ("B-" grades do not transfer).
2. Forms for transfer of credit are available on the School of Graduate Studies Website www.etsu.edu/gradstud and must have the approved signatures.
3. The degree program time limit of seven (7) years for doctoral coursework will begin with the registration date of the first course applied to the degree requirements, including transferred courses.
4. Grades from other regionally accredited institutions will not be used to compute the grade point average (the transferred ETSU credits will be included).
5. For complete information about transfer credits refer to: http://catalog.etsu.edu/content.php?catoid=22&navoid=1088&hl=Transfer+credit+hours&returnto=search#Transfer_of_Credit

Reinstatement

Students who have been dismissed from the School of Graduate Studies for academic reasons may address a written request for reinstatement to the College of Nursing's Office of Student Services. The request should include reasons why the reinstatement should be considered. The College of Nursing's Graduate Admissions Committee will review the request for reinstatement and make recommendations to the Dean of the School of Graduate Studies who will make the final decision on reinstatement, in accordance with policies established by the Graduate Council.

Leave of Absence

If a graduate student plans to take a leave of absence from the graduate nursing program, the College of Nursing's Office of Student Services and the Director of Graduate Programs must be notified, in writing, prior to the planned absence. It is also advised that the student and advisor discuss modifications to the student's program of study as a result of the intended leave of absence.

Readmission - Reapplication

As stated in the *Graduate Catalog*, if a student has not been active in the graduate program for more than a year, a readmission form must be filed and approved by the Dean of the School of Graduate Studies prior to re-enrollment. According to College of Nursing policy, a student who has applied for graduate study and is admitted, may defer enrollment for up to one (1) year. If enrollment is not activated at the end of one year, the student must reapply and be readmitted to the program.

Graduate Nursing Concentration Transfer Policy

A student may request to change the degree sought, concentration, or to add/delete a certificate. The student is to submit a goal statement with rationale for the change in the specialty to the Associate Dean of Graduate Programs. Students are only eligible to change concentrations after completing a minimum of one semester within the current concentration and with a B or higher in all coursework. Requests will be reviewed with applications for that concentration the following semester by the MSN-DNP admissions committee. Students are not guaranteed that the transfer will be granted.

Advisement for BSN – DNP Students

It is essential that graduate students obtain advisement throughout the curriculum in order to progress smoothly through the sequence of courses. Advisement is especially important for the part-time graduate student, since most courses are only offered once each year. The following policies and procedures are designed to facilitate the student's progression throughout the graduate nursing program.

1. Upon enrollment in the graduate nursing program, each student will be assigned a major academic advisor.
2. The students must receive approval from their academic advisor and School of Graduate Studies for changes in the program of study. <https://www.etsu.edu/gradstud/forms.php>
3. The student and the major academic advisor have joint responsibility for planning the student's program of study before the initial semester of the program and ensuring that each step in fulfilling degree requirements is completed. The individualized program of study, which includes the sequencing of all required courses, planned electives and any transfer credits, will be recorded on the Program of Study form.
4. Upon successful completion of 12 hours of graduate credit with an overall G.P.A. of 3.0 or better, the degree-seeking student will submit the completed and signed Program of Study form and an Application for Candidacy form to the College of Nursing's Coordinator of Graduate Studies and Clinical Affiliations in the Office of Student Services. Copies will be forwarded to the School of Graduate Studies. Any subsequent change in the student's program of study must be approved by the major academic advisor and an Application for Change in Approved Program of Study form submitted promptly to the School of Graduate Studies through the College of Nursing's Office of Student Services. (See the *Graduate Catalog*).
5. A student should meet with his/her major academic advisor at least once each term prior to the registration period to discuss and update the student's program of study.
6. Academic advisors do not assist the student to plan individual courses or practicum experiences as this responsibility is assumed by course faculty or the clinical coordinator. Major academic advisors will:
 - a) approve the student's program of study;
 - b) advise and monitor the student's progression throughout the program of study;
 - c) certify that the candidate has completed all requirements in the program.
7. To change a major academic advisor, the student must submit a written request for approval to the Office of Student Services in the College of Nursing.

Intensives

The DNP Nursing Program is offered through an on-line, blended learning format. This approach provides students with the

opportunity to engage with fellow students and faculty members face to face in a 3 to 5-day intensive session at or before the beginning of each semester. Both PhD and Doctor of Nursing Practice (DNP) students are required to attend all sessions are part of curricular requirements. After the intensive session, courses are offered through the D2L learning management system using synchronous or asynchronous strategies. The first intensive session includes an orientation to the program and to the required technology; this session generally lasts 5 days. Each intensive thereafter includes face to face class sessions for each course for the semester, time for meetings with advisors, a social time that includes all doctoral students and faculty, and a research colloquium. These subsequent sessions are generally 3 days. The intensives are an important part of the program and are critical to establishing and maintaining a community of scholars across doctoral programs. Attendance at the intensive sessions is mandatory.

DNP Project for DNP Students

The DNP Project demonstrates synthesis of the student's work and provides the groundwork for future clinical or executive leadership and scholarship. The DNP Project produces a tangible and deliverable academic product that is derived from the residency immersion experience and is reviewed and evaluated by an academic committee. Examples of a DNP Project product include a/an:

- Implementation of innovations based on research evidence
- Implementation of changes in care delivery models
- Implementation of evidence-based practice guidelines
- Implementation of existing tools into practice
- Development of new knowledge tools
- Improve processes
- Development and/or implementation of healthcare policy
- Program development and evaluation
- Development of a business plan for new program innovation or existing program improvement.
- Implementation of new technologies
- Quality improvement projects

Doctorate of Nursing practice projects are focused on the implementation of existing research. Refer to the DNP Project Guidelines available on the ETSU College of Nursing Graduate Programs website:

https://www.etsu.edu/nursing/learning_recourses/condocuments.php#tab-2-3

Graduation Policies and Procedures for All Graduate Students

To graduate from a graduate program at East Tennessee State University, the student must fulfill all degree requirements, meet all deadlines, and conform to all policies as set forth by the university (see *Graduate Catalog*) and the College of Nursing Student Handbook. A time limit of seven (7) years to obtain the D.N.P. degree is imposed by the School of Graduate Studies and is counted from the date of registration for the first course applied to degree requirements, including transfer work. As stated in the *Graduate Catalog* a student must be enrolled for a minimum of one (1) graduate credit hour during the term of graduation.

1. A "Notice of Intention to Graduate" form must be filed in the School of Graduate Studies no later than the end of the second week of the semester in which the student expects to complete the requirements for a graduate degree or certificate.
2. All debts to the university must be cleared before the end of the second week of the final semester of study.
3. The School of Graduate Studies publishes graduation information for each term on its website_ www.etsu.edu/gradstud and provides all deadlines and instructions for meeting graduation requirements.

Academic Regalia Policy

All graduating students participating in the College of Nursing Convocation held at the end of the fall and spring semesters are required to wear academic regalia without caps.

DNP and Joint TTU DNP Grading Scale

A=93-100
B=84-92
C=75-83
F= less than 75

PhD Grading Scale

A=95-100
A-=92-94
B+=89-91
B=86-88
B-=83-85
C+=79-82
C=75-78
F=Below 75

Important Web Links

ETSU DNP NURSING WEB PAGE LINK <http://www.etsu.edu/nursing/graduateprograms/dnp.php>

ETSU Graduate Studies 2018-2019 Graduate Catalog link <https://www.etsu.edu/reg/catalog/graduate.php>

NP Clinical Placement and Preceptor Guidelines

http://www.etsu.edu/nursing/documents/np_clinical_placement_and_preceptor_guidelines.pdf

DNP Project Guidelines http://www.etsu.edu/nursing/documents/DNP_project_guidelines.pdf

Preceptor Guidelines for Executive Leadership

http://www.etsu.edu/nursing/documents/preceptor_guidelines_executive_leadership.pdf ???

DNP Residency Forms http://www.etsu.edu/nursing/learning_recourses/condocuments.php#tab-2-3

SECTION III

Regulations on Student Conduct

Graduate students should read and abide by all policies outlined in the University Graduate Catalog. Graduate students using or participating in CON or university related resources and activities on or off campus are expected to conduct themselves in a professional manner. This may include, but is not limited to, the Office of Student Services, Library, and Learning resource centers. Students are expected to be familiar with and follow university and TBR regulations on graduate student conduct as outlined in the Graduate Catalog. Students should be familiar with the CON's Vision, Mission, Goals, and Values. Although, the CON regulations are congruent with University policies and procedures in the Graduate Catalog, there are additional policies that are required of DNP students.

Failure to abide by these policies and procedures may result in disciplinary sanctions including, but not limited to, program dismissal.

These additional policies include the following:

Student Conduct–College of Nursing

Students using College of Nursing resources or participating in College of Nursing academic classroom or clinical settings, while acting as a representative off campus, or other approved activities (i.e., Student Nurses on Capitol Hill) are expected to conduct themselves in a professional manner. Students are expected to be familiar with and follow university and Tennessee Board of Regents regulations on student conduct and computer use, the College of Nursing Code of Ethics, and other policies that may be specific to clinical practice sites.

Students who use the College of Nursing Office of Student Services, Testing Center, N.U.R.S.E. Center, practice labs, Learning Resource Center (computer lab) or classrooms or are in an online class and who violate any of the following regulations will be subject to disciplinary sanctions by the College of Nursing and the university. Misconduct subject to disciplinary sanctions include, but are not limited to the following examples:

1. Use of abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or other conduct which disrupts other groups or individuals.
2. Interference with or obstruction of college activities or facilities.
3. Misuse of or damage to any property in the facilities, including computers.
4. Theft.
5. Misuse of documents or identification cards.
6. Unlawful use of alcoholic beverages or possession or use of unlawful drugs or controlled substances.
7. Gambling.
8. Failure to cooperate with college faculty, staff, graduate assistants, or student workers who are acting in the performance of assigned duties in the facilities.
9. Academic dishonesty.
10. Use of food or drinks in the facilities where prohibited.

Approved by Faculty Council 5/8/02

Academic Misconduct

All forms of academic dishonesty are prohibited and incur severe disciplinary sanctions. The College of Nursing adheres to the Tennessee Board of Regents and ETSU Policies and Procedures as presented in the Graduate Catalog. Students refer to the following link for further information on graduate programs academic misconduct policy:

<http://catalog.etsu.edu/content.php?catoid=22&navoid=1088#academic-and-classroom-misconduct>

Clinical Placement and Preceptors

All post BSN NP DNP and post non-nursing Master NP DNP (and nursing majors who are not a nurse practitioner on admission to the DNP program) students are to be able to locate, review, follow and abide by all sections listed in the “NP Clinical Placement and Preceptor Guidelines” document found in the following link:

www.etsu.edu/nursing/graduateprograms/dnp.aspx. The Graduate Clinical Coordinator will assist students in clinical placement as warranted and as need arises.

DNP students must have approved, fully executed preceptor agreements in place before entering any clinical practicum site as part of the DNP program. Students who begin clinicals without preceptor agreements in place are in violation of the Academic Misconduct Policy and will be disciplined according to that policy. (See above link for Academic Misconduct).

Code of Ethics (Faculty/Student)

Students and faculty of East Tennessee State University College of Nursing subscribe to the American Nurses Association (ANA) Code of Ethics. In addition, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity which might impair the image of the university, college, or the nursing profession.

I. Academic Conduct

All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work.

II. Professional Conduct

Professional misconduct is construed as any violation of the following provisions:

1. Faculty and students assume responsibility for individual and professional judgments and actions. Also, it is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice.
 - 1.1 The nursing student assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.
 - 1.2. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
2. It is expected that faculty and students will respect and uphold the rights of all their clients by:
 - 2.1 providing services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems; and
 - 2.2 safeguarding the client's right to privacy by judiciously protecting information of a confidential nature.
3. It is expected that faculty and students will protect the client against incompetent, unethical, or illegal practice by:
 - 3.1 participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality nursing care;
 - 3.2 participating in the profession's efforts to implement and improve standards of nursing;

participating in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing;

3.3 collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public; and

3.4 assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.).

4. It is expected that faculty will respect and uphold the rights of students by:

4.1 maintaining confidentiality of students' records;

4.2 obtaining or disseminating to the appropriate persons only, information strictly pertinent to the student's current academic performance; and

4.3 treating the student as a person of worth and dignity.

5. It is expected that students will respect and uphold the rights of faculty by:

5.1 maintaining confidentiality of faculty records;

5.2 obtaining or disseminating to the appropriate persons only, information strictly pertinent to the faculty's current academic performance; and

5.3 treating the faculty member as a person of worth and dignity.

General Professional Behavior

Attendance and punctuality is expected for all classroom meetings and all clinical and residency practicums. Tardiness conveys an unprofessional manner and is not acceptable as a graduate student. Specific policies related to attendance and punctuality are outlined in each course syllabus. Graduate nursing students are professionals. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. The guidelines can help with decision making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about conduct with instructors and peers.

It is believed that the practice of nursing and the education of future nurses will be built upon integrity, a sense of responsibility, and self-discipline. Nurses are accountable for practicing within the framework of professional nursing standards (American Nurses Association, Scope and Standards of Professional Practice). It is a corollary that graduate nursing students are expected to conduct themselves, both inside and outside of the ETSU College of Nursing, in a comparable fashion.

It is the expectation that all students enrolled in the Graduate Programs at the ETSU College of Nursing will conduct themselves in the manner that:

1. Shows respect towards others
2. Values contributions from other students, colleagues and faculty
3. Contributes to mutual respect, effective communication and team collaboration
4. Appreciates and acknowledges the life experience and individual perceptions for each and every student, patient and faculty they encounter at this institution

5. Recognizes and understands that graduate students in nursing are nurses who have experiences to share which enrich the collaborative learning environment.
6. Speaking with a condescending attitude
7. Yelling or screaming at instructors, peers, or clinical staff which includes emails that are written in uppercase letters only.
8. Habitually arriving late to class
9. Knowingly withholding information needed by a peer, instructor, preceptors or clinical staff.
10. Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct
11. Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned
12. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
13. Displays of temper, tantrums
14. Using up supplies or breaking equipment without notifying appropriate staff/faculty.
15. Rudeness that ultimately escalates into threatened or actual violence

The following behaviors will not be tolerated and if displayed by any student enrolled in the Graduate Programs within the ETSU College of Nursing will result in disciplinary action and possible removal from the program.

1. Demeaning, belittling or harassing others
2. Rumoring, gossiping about or damaging a classmate/professor's reputation
3. Habitually interrupting as others speak
4. Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply
5. Sending emails that are inflammatory in nature

These guidelines have been created with revised components from a public document regarding professionalism and student conduct developed originally from The Ohio State School of Nursing Graduate Student Handbook (2014-15) (pages 19-20):

Retrieved January 25, 2015 from: <http://www.ohio.edu/chsp/nrse/academics/upload/GraduateStudentHandbookAY2014-15.pdf>

Honor Code

The College of Nursing follows the Graduate Studies University Honor Code policy. Students are to display a character of veracity and a genuineness to learn which promotes and supports intellectual development and ethical behaviors. Students are

expected to act with honesty, integrity, and civility in all matters. Students who do not follow these policies will be held accountable in violation to the university's academic misconduct rules and regulation policies on plagiarism, cheating, and/or fabrication. Any knowledge of academic misconduct should be reported.

Honor Pledge

The College of Nursing follows the Graduate Studies University Honor Pledge policy. By being a part of the university campus community, students agree to live by the standards of the honor code and thereby pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." This pledge shall be written on all submitted assignments along with student name and date. (Honor Code and Pledge as revised and adopted February 16, 2012.)

The policies above are cited from the ETSU Student Conduct, Rights, and Responsibilities Graduate Catalog:

http://catalog.etsu.edu/content.php?catoid=22&navoid=1088#Honor_Code

Identification Badges/Lanyards/Insignias

All nursing majors must purchase a College of Nursing picture name badge which is a partial replica of the student's ETSU ID card. The name badge must be worn on the student's uniform or lab coat when in any course activity outside the lab or classroom. Lanyards are acceptable, however; must be: 1. one solid color, 2. ETSU university related logo, or 3. represent professional nursing organization. Badges may be purchased for a minimal cost through ID Services. *More information on obtaining a name badge, including how to do so from off-campus, can be found at*

<http://www.etsu.edu/students/idservices/default.aspx>.

Information Technology Student Conduct

The following policies pertain to nursing graduate student use of Information Technology while enrolled as a student at ETSU College of Nursing. The source citation is listed at the conclusion of this document.

I. User Responsibilities

The following lists of user responsibilities are intended to be illustrative, and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee, ETSU is authorized to supplement the user responsibilities contained herein.

A. Access

1. Users shall obtain proper authorization before using ETSU information technology resources.
2. Users shall not use ETSU information technology resources for purposes beyond those for which they are authorized.
3. Users shall not share access privileges (account numbers and passwords) with persons who are not authorized to use them.
4. Users shall not use ETSU information technology resources in an attempt to access or to actually access computers external to the TBR or ETSU system when that access is not authorized by the computer's owner (no "hacking" allowed).

B. Respect for Others

1. A user shall not attempt to obstruct usage or deny access to other users.
2. Users shall not transmit or distribute material that would be in violation of existing ETSU policies or guidelines using ETSU technology resources.
3. Users shall respect the privacy of other users, and specifically shall not read, delete, copy, or modify another user's data, information, files, e-mail or programs (collectively, "electronic files") without the other user's permission. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access, and such files are subject to unannounced deletion.
4. Users shall not intentionally introduce any program or data intended to disrupt normal operations (e.g. a

computer "virus" or "worm") into ETSU information technology resources.

5. Forgery or attempted forgery of e-mail messages is prohibited.
6. Sending or attempts to send unsolicited junk mail or chain letters is prohibited.
7. Flooding or attempts to flood a user's mailbox is prohibited.

C. Respect for State-Owned Property

1. A user shall not intentionally, recklessly, or negligently misuse, damage or vandalize ETSU information technology resources.
2. A user shall not attempt to modify ETSU information technology resources without authorization.
3. A user shall not circumvent or attempt to circumvent normal resource limits, logon procedures, or security regulations.
4. A user shall not use ETSU information technology resources for purposes other than those for which they were intended or authorized.
5. A user shall not use ETSU information technology resources for any private or personal for-profit activity.
6. Except for those not-for-profit business activities which are directly related to an employee's job responsibilities or which are directly related to an organization which is affiliated with ETSU, a user shall not use ETSU information technology resources for any not-for-profit business activities, unless authorized by the President (or his/her designee).
7. Users shall at all times endeavor to use ETSU information technology resources in an efficient and productive manner, and shall specifically avoid excessive game playing, printing excessive copies of documents, files, data, or programs; or attempting to crash or tie-up computer resources.

II. No Unlawful Uses Permitted

Users shall not engage in unlawful uses of the information technology system resources of ETSU. Unlawful activities are violated by this policy and may also subject persons engaging in these activities to civil and/or criminal penalties. This list of unlawful activities is illustrative and not intended to be exhaustive.

A. Obscene materials

The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-17-902). Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10)) as those materials which:

1. The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
2. The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and
3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Federal law (18 U.S.C. 2252) prohibits the distribution across state lines of child pornography.

B. Defamation

Defamation is a civil tort that occurs when one, without privilege, publishes a false and defamatory statement, which damages the reputation of another.

C. Violation of Copyright

Federal law gives the holder of copyright five exclusive rights, including the right to exclude others from reproducing the copyrighted work. Sanctions for violation of copyright can be very substantial. Beyond the threat of legally imposed sanctions, violation of copyright is an unethical appropriation of the fruits of another's labor.

Pursuant to the Digital Millennium Copyright Act of 1998, the TBR designated agent for receipt of complaints of copyright infringement occurring with the use of ETSU information technology resources is the Tennessee Board of Regents Assistant Vice Chancellor for Information Technology. ETSU has designated the Director for Client Support Services, Office of Information Technology as ETSU's campus agent regarding complaints of copyright infringement. After review, the ETSU Vice President for Administration will forward complaints received to the TBR Assistant Vice Chancellor for Information Technology.

The policies above are cited from the ETSU Office of Information Technology Code of Ethics web page:

<https://www.etsu.edu/humanres/relations/ppp44.php>

Name and Credential Signature

All DNP students shall write their name with credentials as approved and taken from the ANA position statement (approved by faculty on 12/11/09). The position statement states the following order of credential is recommended: highest earned degree, mandated requirements (i.e. licensure), state designations or requirements, national certifications, awards and honors, other certifications. DNP students are to sign their name either at clinical practicum sites, emails, or on any given course assignment throughout the completion of the DNP program set forth the following example:

For BSN to DNP students: your name, BSN, DNP Student

For DNP post MSN/NP students: your name, MSN, FNP (or what your certification is in) DNP Student

Misrepresentation of credentials is prohibited and may result in regulatory sanctions as outlined by CON and State Board of Nursing.

Professional Dress Guidelines

Professional attire and appearance is an expectation, not an option. As representatives of the CON, students must present a professional appearance during any clinical or practicum experience including, but not limited to, (a) visits to prepare for clinical experience in an agency; (b) participating in observational experiences; (c) conducting interviews and assessments in the community; or (d) attending professional seminars, workshops, or meetings.

In general, business professional attire must be worn. Clothing should be in good repair. Examples include, but are not limited to, the following:

- Shirt or sweater with sleeves
- Closed toe, low-heeled or flat shoes
- Khaki or dress pants no shorter than 1" above the ankle; or skirt no shorter than 2" above the knees.

At no time should a CON student present for a clinical or practicum experience dressed unprofessionally. Examples of unprofessional appearance and attire include, but are not limited to, the following:

- Jeans or denim of any color or style,
- Sweatpants, sportswear
- Shorts
- Tank tops, or spaghetti strap tops
- Visible undergarments
- Visible abdomen, cleavage, or buttocks
- Disheveled clothing
- Dirty shoes
- Flip flops or other open-toed shoes or sandals

Additionally, hair should be clean and styled in such a manner that it does not interfere with the objectives of the clinical or practicum experience, including patient contact. Jewelry should be minimalistic. No visible piercings other than earlobes (e.g. nose, tragus, tongue) are permitted in the clinical or practicum experience. Anybody art, temporary or permanent (e.g. tattoos, dermal implants) must not be visible during the clinical or practicum experience. Nails should be clean, well-groomed, and an appropriate length. Polish, if permitted, should not be chipped. Artificial nails are prohibited due to infection risks. Perfumes and colognes are not permitted during clinical experiences.

Students with experiences in a clinical agency are required to follow that agency's dress guidelines. Dress guidelines specific to clinical agencies will be provided by the clinical faculty or DNP coordinator.

Students must wear a clinical lab jacket and display proper identification during clinical and practicum experiences. The only acceptable identification badge is the College of Nursing picture identification name badge. The ETSU identification name badge and/or insignia should only be worn during clinical or practicum experiences, classes, and activities sponsored by the College Nursing.

Students are also responsible for having required equipment needed for clinical or practicum experiences.

Any exceptions to these guidelines must be approved prior to the clinical or practicum experience by clinical faculty or the DNP coordinator.

Social Media/Networking

Students enrolled in the Graduate Programs at ETSU College of Nursing are required to follow these professional statements from ANA and HIPAA on Social Media.

Statement from the American Nurses Association on the use of social media by nurses:

Online social networking facilitates collegial communication among registered nurses and provides convenient and timely forums for professional development and education. It also presents remarkable potential for public education and health guidance, contributing to nursing's online professional presence. At the same time, the inherent nature of social networking invites the sharing of personal information or clinical and work experiences that may reflect poorly on a nurse's professionalism.

Retrieved January 25, 2015 from:

http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards/ANA_Principles.aspx

Statement from Accountability Act (HIPAA) of 1996 (P.L.104-191)

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever and may be traced back to the individual after long periods of time.

Students enrolled in the Graduate Programs at ETSU College of Nursing are required to follow these guidelines regarding social media and online social networking throughout their entire program of study until graduating or leaving the program:

Graduate Nursing Students enrolled in graduate study at the ETSU College of Nursing must:

1. Be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as the nursing profession in general.
2. Stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
3. Utilize social networking sites by actively maintaining an awareness of how their professionalism may be affected by friends' and peers' usage of the same sites.
4. If elected/appointed to an office within the student government or College of Nursing should restrict their personal activity to family and friends, and maintain a second option for their "public face" for colleagues, classmates and peers while in office. This is also recommended for graduate nurses who want to maintain a separation of their personal lives from their professional lives.
5. Not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
6. Never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
7. Never make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
8. Never make disparaging remarks about any college, university, or school of nursing, including the students, faculty members and staff within the ETSU College of Nursing or University in general.
9. Not post content or otherwise speak on behalf of any college, university, school of nursing, or other student nurse association unless authorized to do so.
10. Remember that standards of professionalism are the same online as in any other circumstance.
11. Not share or post information or photos gained through the nurse-patient relationship.
12. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
13. Never take, or post from others, any photos or videos of patients on personal devices, including cell phones.
14. Promptly report a breach of confidentiality or privacy to Graduate Faculty as soon as discovered.

Substance Abuse Policy (Rules and Regulations Related to Unprofessional Conduct)

Students at East Tennessee State University who have chosen to prepare for a career in nursing have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs or controlled substances.

The impairment of nurses as a result of alcohol and substance abuse has been recently recognized as a growing nationwide problem. Substance abuse is a disease process and treatment options are available. Of primary importance to the college is that a large percentage of impaired nurses are identified within the first five years of licensing. In an effort to help lessen this growing problem, the college will proceed in the following manner.

All students will be responsible for compliance with:

- Drug-Free Campus/Workplace Policy Statement (http://www.etsu.edu/senate/facultyhandbook/section_1.pdf#drug)
 - Rules of the Tennessee Board of Nursing, Chapter 1000-1-.13 Unprofessional Conduct and Negligence (<http://www.state.tn.us/sos/rules/1000/1000-01.pdf>)
 - Institutional Disciplinary Rules <https://catalog.etsu.edu/content.php?catoid=27&navoid=1342>
1. If a student appears to be under the influence of alcohol or drugs, functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate personnel responsible for that student will use professional judgment and document the unprofessional conduct of the student. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement. (See attachment “Suggested Information to Include When Reporting Reasonable Suspicion of Drug/Alcohol Use”.) A determination of functioning in an unprofessional manner will be established by the opinion of the professional responsible for the student. The student will sign that he/she has read the documentation regarding his/her behavior.
 2. The student will be dismissed from clinical experience that day or removed from the classroom. The student may not return to class or clinical until reviewed by the college dean or designee.
 3. The documentation of unprofessional conduct will be forwarded to the dean or designee for review. The documentation will become part of the student's record in the dean's office.
 4. The dean or designee will evaluate the substance of the documentation presented within one week and shall:
 - Arrange a conference with the student;
 - Inform the student of the alleged charges and shall provide the student with an opportunity to respond verbally and/or in writing to such charges; and
 - Based upon the conference proceedings, review the charges with the Vice President for Student Affairs.
 5. Any student charged with misconduct may be required to appear before the Vice President for Student Affairs or a college faculty committee. Such action may be in lieu of or in addition to action taken by the nursing program. Sanctions which may be recommended are listed under Institutional/School Sanctions in the Drug-Free Campus/Workplace Policy Statement and in the Institutional Policy Statement and Disciplinary Rules. This policy applies to all East Tennessee State University (ETSU) employees, including faculty, and students in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, East Tennessee State University. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, East Tennessee State University. seq.).

http://catalog.etsu.edu/content.php?catoid=22&navoid=1088#Drug-Free_Campus

All cases which may result in suspension or expulsion of a student from the college or program for disciplinary reasons are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the ETSU unless the student waives those procedures in

writing and elects to have his or her case disposed of in accordance with college procedures established by these rules. The Vice President for Student Affairs shall provide information to the student relative to the uniform contested case procedures.

In each case, every effort will be made to assure that appropriate due process procedures are followed. The final on-campus appeal of any action is to the college President.

6. Violation of these policies can result in disciplinary action up to and including dismissal from the program of study, even for a first offense.
7. A specific plan for rehabilitation will be developed on an individual basis, and where appropriate, counseling and assistance services for students who are identified as needing help will be recommended. The plan for rehabilitation may include referral to and completion of Tennessee Professional Assistance Program (TNPAP) services.
8. Should a student be dismissed from a program of study for violation of these policies, a plan for rehabilitation will be devised which may include mandatory counseling, periodic drug/alcohol screening and periodic reporting, before a student could be considered for readmission into the nursing program. The student must assume the responsibility for compliance with this plan before a student's request for readmission into the program of study can be considered.
9. Students have a right to, and may request, a formal hearing through due process. All cases may be appealed by the student or organization in question to the next higher judicial authority in accordance with the Appeal Procedures provided below.
10. Failure of the student to comply with the decision as outlined will be considered grounds for dismissal from the program.
11. An affiliate used for student clinical experience can require drug screening without cause if such screenings are the policy for employees of that affiliate.
12. Licensed personnel and students in violation of professional conduct will be reported to TNPAP. Full reinstatement to the college and eligibility for readmission into the nursing program will be considered upon completion of a TNPAP approved rehabilitation program or the recommendation of TNPAP, the recommendation of the Vice President for Student Affairs, and the recommendations of the Nursing Student Affairs Committee and the Dean.

SECTION IV

OTHER GUIDELINES, POLICIES, AND PROCEDURES

Address/Name Change

Students who change their address or name must submit the change(s) to the university Registrar's Office and to the Office of Student Services.

Advisement and Registration

Academic advising for graduate students is coordinated through the student's major academic advisor. All students within the College of Nursing should meet with their advisor prior to registration each semester. Students are encouraged to see advisors to develop a program plan and to help ensure enrollment in required courses.

Class and clinical schedules as displayed on GoldLink will be followed as closely as possible. If changes become necessary, students will be notified via the web pages or announcements.

Students who are experiencing academic difficulties should contact their advisor for information about resources to promote academic success. Students who need to change schedules, drop courses, or add courses, should see their advisor regarding the process and discuss the impact of these actions on their academic program.

Students are reminded that advisors are available to assist students in the achievement of their academic goals, but each student is, ultimately, responsible for knowing and meeting the degree requirements.

Adding a Course: A course(s) may be added during the late registration/last add period without special permission, unless the course has reached the established maximum enrollment. To add any class that has reached the enrollment limit requires permission of the instructor and department chair.

Dropping a Course: A course(s) may be dropped during the first eight calendar weeks of a regular semester. Course dropped during the first two weeks will not appear on the student's permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of "W".

After the eighth week, students may not drop a course except where verifiable, extenuating circumstances can be demonstrated. Verifiable extenuating circumstances are reasons beyond the control of the student, such as illness or accidental injury. Poor performance in a class is not an extenuating circumstance.

Nursing students seeking permission for late drops must present a completed petition with instructor signature to the Office of Student Services, College of Nursing, Nicks Hall, Room 230.

Withdrawing from the University

Students may withdraw from the university through the published last day to withdraw for a term. Students withdrawing during the first two weeks of classes will not have those courses appear on their permanent records. Withdrawals from the university from the beginning of the third week through the end of the eighth week will be recorded with a grade of "W". Withdrawals from the university after the eighth week will be recorded with a grade of "W" or "WF" at the discretion of the instructor.

Cancellation of Day, Evening, and Weekend Classes Due to Inclement Weather

East Tennessee State University will generally remain open during periods of inclement weather. The President (or appointed representative) may officially close or suspend selected activities of the University because of extreme weather conditions. When a decision to close is reached, the notice will be posted on GoldAlert, the University's main web page www.etsu.edu, and campus and local radio and TV stations will be notified. This policy applies to the main campus as well as both Kingsport Centers and the Nave Center in Elizabethton. Classes at the Sevierville campus follow the weather delays and closings of the Walters State Sevierville campus.

Asynchronous online courses are not affected by university schedule changes due to inclement weather. The instructor in an online course is responsible for any modifications in course deadlines, assignments, or other requirements in an online course. Students should contact their instructor for guidance in these situations.

Synchronous online courses (WebEx and ITV Streaming Sections) follow the announced schedule changes due to inclement weather.

If the University is officially closed, certain essential activities such as campus dining, facilities management and public safety will continue to operate. When the University is officially closed, its policy of [Days of Administrative Closing](#) will apply for staff exempt and staff nonexempt employees.

In the event of a delayed opening, the President (or appointed representative) will determine a specific time of opening and that information will be distributed to the campus community through GoldAlert, the home page of www.etsu.edu, and the local media. All staff are expected to report to their specific work location by the set opening time.

Students are expected to report to their regularly scheduled class only if there are 30 or more minutes remaining in the session. For example, if a delayed opening is set for 10 a.m. students who have classes from 9:45 a.m. to 11:05 a.m. should report to that class at 10 a.m. Students who have classes from 9:20 a.m. to 10:15 a.m. should not report to class. In a delayed opening, all classes scheduled prior to the set time of opening and those that have less than 30 minutes remaining after the set opening time are cancelled for the day.

If the university closes early, all instruction concludes at the designated time and should not extend beyond that time.

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or exams missed due to such absences. Faculty members have discretion in determining whether an additional session will be added for the class or if additional work is assigned due to the closure or delayed opening.

College of Nursing Graduate Division Inclement Weather Policy

In the event of inclement weather, the safety of students is the foremost concern of both the College of Nursing and East Tennessee State University. Notification of cancellation of classes for the ETSU campus due to extremely hazardous weather conditions will be noted on the ETSU website, aired over area radio stations, and texted to faculty, staff and students as part of the Gold Alert service (for those who have signed up for this service) on the day of cancellation. If the university is closed due to inclement weather, clinical faculty at their discretion and availability, may allow students to attend their clinical practicum rotation as scheduled. Students are to abide by and follow the clinical site agency's inclement weather policy and schedule. Graduate students who are planning to be at their clinical sites during a time when classes are cancelled due to inclement weather should use good judgment related to conditions in their home communities and the community where their clinical site is located. If the site is open and students feel they can safely get there or stay there (if they are already at the site when school is cancelled), they should do so. If conditions are such that the student feels that he or she cannot get there safely, he must notify his clinical preceptor and adjust clinical times accordingly, in order to get the number of hours needed for that clinical course.

Approved by Graduate Faculty Meeting 2011

Class and Clinical Attendance Policy

It is expected that students will attend class regularly and provide the faculty with a reason for any absence. *Failure to attend class regularly can affect students' grades and financial aid.* East Tennessee State University does not specify a fixed number of class absences as university-wide policy, but each department within the university has the right to set a maximum number of absences (including absences due to university activities and illnesses) permitted during an academic term. Departmental class absence policy is subject to approval by the dean of the school/college. At the beginning of the course each faculty member must provide a written statement governing attendance policy (including laboratory/clinical sessions where applicable) for the course so that all students may be fully informed of their attendance responsibilities, including penalties that may be imposed for failing to meet these responsibilities. If a student is not in attendance during the class meeting in which the class attendance policy is discussed it is the student's responsibility to ascertain the policy in that class.

A student must notify the instructor and/or the community agency if he/she is unable to attend on the assigned day. This notification should be made **before** the beginning of the clinical experience. The student is responsible for demonstrating the achievement of clinical objectives with the validation and evaluation of the nursing faculty. Absences from clinical sessions or excessive tardiness may result in an unsatisfactory clinical evaluation.

A student who comes unprepared for his/her clinical assignment will not be permitted to participate in the scheduled clinical

experience and will be considered absent (unexcused).

The student who arrives at his/her clinical setting with symptoms of illness may be excused by the instructor or preceptor, resulting in an excused clinical absence. Faculty may request medical certification of the health status of the student on the student's return. Excused absences may be made up at the discretion of the faculty.

Employment of Students

There is no policy limiting the number of hours a student enrolled in the College of Nursing may be employed, since the ability to handle the combined responsibilities of college and employment depends upon the individual. However, students are strongly advised not to exceed a total of 40 clock hours, including employment, class, and clinical experience. Students who fail to meet the established academic standards in the College of Nursing due to employment will not receive special consideration. Therefore, students who need to work should discuss their course load with their advisors before they risk academic jeopardy. In these situations, students may need to temporarily defer academic course work for a period of time, choose part-time academic status and/or take advantage of various loans and scholarships.

Students employed as nursing assistants, L.P.N.s, R.N.s or as any other health care provider should be aware that neither the university nor the College of Nursing assume any responsibility for their activities as employees of an agency. According to the Tennessee Board of Nursing Rules and Regulations, students may practice nursing and are exempt from licensure during nursing course experiences. However, during employment, students are not exempt from the requirement for licensure to practice as registered nurses. Externship programs and part-time employment are sometimes available in health care agencies. All students needing information regarding job availability are encouraged to contact the nurse recruitment office at the individual health care agency for further information. Additional information on employment may be available in the university Career Services Office, 2nd level D. P. Culp Center (423-439-4450).

Hazardous Chemical Right-to-Know Law

The TENNESSEE HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW requires employers to provide information on hazardous chemicals to employees who work with such chemicals and to train employees on the physical and health hazards. More information is provided in the OSHA updates in selected clinical courses. Clinical course faculty will provide additional information specific to clinical sites.

Hospitalization Insurance for Students

It is the responsibility of all students to provide hospitalization insurance for themselves if they desire to have coverage in the event of an illness or in case of injury while attending the university. College of Nursing clinical affiliates will provide emergency medical treatment to students as available and if needed for illness or injuries suffered during clinical experience. However, the cost of such treatment will be paid by the student. For those students not having protection under a family insurance plan or for those who want additional coverage, ETSU has arranged for a special student insurance policy. Application forms and information pertaining to this insurance are available through Student/University Health Services at www.etsu.edu/nursing/shserv/insurance.aspx.

Literary Format

In order to provide consistency, uniformity, clarity, and standardization for written documents in the College of Nursing, the Publication Manual of the American Psychological Association (latest edition) is the adopted style for all written documents in the College of Nursing. This format should be used by all students in writing papers as part of course requirements (unless otherwise specified).

Resolving Academic Concerns

Students experiencing academic difficulty or concerns in a specific course are strongly encouraged to schedule an

appointment with the classroom or clinical instructor for that course for assistance.

Students who are unable to resolve their academic concerns at the course faculty level may then consult these individuals, in the following order: Course Coordinator, if different from the classroom or clinical instructor

1. Program Director
2. Associate Dean of the College of Nursing
3. Dean of the College of Nursing
4. Vice President, Division of Health Affairs or designee

Appeal of any assigned grade follows university policy. Students may obtain a copy of this policy from the Office of Student Services or consult the Graduate Catalog

SECTION V

COLLEGE AND UNIVERSITY RESOURCES AND SERVICES

Class Officers and Representatives

Students from each degree program will be elected to serve on the College of Nursing's Graduate Program & Curriculum Committee. Serving as an elected student representative on a College of Nursing committee is an extremely important role and involves certain responsibilities.

Committee representatives should observe the following guidelines:

1. attend each meeting, and if unable to attend, make arrangements for the elected alternate to attend;
2. inform the committee chairperson if unable to attend and who is to substitute;
3. review the specific functions of the committee, as provided by the committee chairperson;
4. represent the concerns of the student body related to the role of the committee in an unbiased, objective manner;
5. communicate information to and from students in an objective, professional manner; and
6. maintain confidentiality when appropriate.

Counseling Center (University)

The University Counseling Center, staffed by licensed psychologists and other behavioral health professionals, offers free and confidential counseling for personal, career choice, and academic concerns to all ETSU students. Staff also present a series of workshops each semester on topics such as time management, stress management, relationship skills, sexuality, and assertiveness. The University Counseling Center is located in the D.P. Culp University Center, Room 340. Counselors are on-call during non-office hours. Call (423) 439-4841 for more information or to make an appointment.

Disability Services

Services and accommodations are provided for students with documented disabilities to provide an accessible learning environment. Any student who has a special need as a result of a disability must contact Disability Services, D.P. Culp University Center, phone 439-8346. Students are required to obtain documentation for needed accommodations each semester and are encouraged to file the documentation in the Testing Center in the College of Nursing.

The following process must be followed.

1. Students must self-identify they have a disability and present documentation to the Disabilities Office.
2. The Disabilities Office reviews the disability and its impact on the student at ETSU. Disability Services then uses the Reasonable Accommodation form to outline reasonable accommodation for the student. The student is then given enough copies for each faculty member. *It is up to the student to share the information/form with faculty.*
3. The student *must* meet with faculty at the beginning of the term, or as soon as diagnosis is made. Reasonable accommodations are NOT retroactive. Therefore, if a student has been diagnosed, has the form and chooses NOT to share the information with faculty, the student CANNOT present the form at the end of the semester and repeat tests with the accommodations. *The accommodations start at the time the form is presented.*
4. Disability Services can administer tests if faculty are unable to administer tests under the reasonable accommodations. Faculty are responsible for contacting Disability Services.
5. Academic Programs & Student Services may have a copy of the accommodation form in the student's file IF the student gives permission. Student should note on the file copy that permission was given.
6. If an advisor, or faculty member suspects a student may have a disability, the student should be referred to Disability Services. The student will have to pay for the assessment. (The assessment is not a service provided by the university.)

Faculty Practice Network, College of Nursing

In response to its mission to facilitate the health of the community, the College of Nursing has established a host of clinics to serve several population groups, including homeless, indigent, school-age, rural, and college student clients. Innovative practice, research, and education are integrated in these nationally-recognized clinics. All students are strongly encouraged to participate in service and learning opportunities in at least one of these community-based sites. A current listing of clinics staffed and managed by faculty in the College of Nursing follow.

- ETSU Student/University Health
- Hancock County Elementary School Based Health Clinic
- Hancock County High School School Based Health Clinic
- Johnson City Community Health Center
- Johnson City Downtown Day Center
- Mountain City Extended Hours Health Center

Financial Aid and Scholarships

Graduate Students:

The East Tennessee State University (ETSU) *Graduate Catalog* provides information regarding financial aid available in the form of assistantships, work-study programs, and loans. For more information, students may contact the ETSU Office of Financial Aid, Room 105, Burgin E. Dossett Hall.

The College of Nursing also provides additional financial aid opportunities specific to graduate nursing students. A brief synopsis of the current major financial aid opportunities follows.

A limited number of Graduate Assistantships (GAs) and Tuition Scholarships (TSs) are available in the College of Nursing each semester. A full-time annual GA appointment provides for a waiver of out-of-state tuition (fall, spring, summer); waiver of in-state tuition (fall, spring); and a monthly stipend. Half-time appointments are available with modified provisions. A TS provides for a waiver of out-of-state and in-state tuition (fall, spring). To be eligible for a GA or TS, a student must be enrolled in at least nine (9) graduate nursing hours per semester (fall, spring) and at least six (6) graduate hours in the summer term. All students who are awarded a GA or TS must register for a designated one-credit-hour course, this course counts as one of the required credits. Students holding a GA or TS must maintain a minimum 3.0 grade point average. Full and half-time Graduate Assistants require a work commitment of 20 and 10 hours per week, respectively. A student who receives a Tuition Scholarship

must work eight (8) hours per week. Placements are coordinated through the Dean's office in the College of Nursing. Additional information regarding financial aid opportunities may be obtained on the College of Nursing website.

Graduate & Professional Student Association

The Graduate & Professional Student Association (GPSA) is the representative body for students enrolled in the Graduate School. The executive board of the GPSA is elected from representatives of the various graduate programs. Two graduate students from the GPSA are elected members of the Graduate Council. The GPSA encourages social, athletic, cultural, and other extracurricular activities, promotes closer relations between graduate students and faculty outside formal academic settings, and voices ideas and concerns of graduate students.

Learning Resource Center (Computer Lab)

The Learning Resource Center (LRC) is located in Nicks Hall, Room 346 and is open Monday through Friday 8:00 a.m. to 4:30 p.m. (extended hours are arranged when classes are in session). Some scheduled classes are held in the LRC and students may utilize the computer lab for class assignments. Students may also take advantage of the resources of the LRC for independent practice and small group work.

Libraries

Many area libraries are available to ETSU students. The on-campus Sherrod Library contains resources to support the university's programs and research. The Quillen College of Medicine Library, located on the grounds of the Veterans Administration Medical Center, is an excellent resource. Area hospitals also house libraries and have multiple resources available to nursing students. It is very important that students respect the guidelines for each individual library in order for all students to be able to continue to use these resources.

School of Graduate Studies

Located in Burgin Dossett Hall, Room 309, the School of Graduate Studies provides information on the G.R.E., Graduate Assistantships and Tuition Scholarships, graduate school policies and procedures, thesis/dissertation policies and procedures, Graduate Success Specialists, and all graduate school offerings. Call 439-4221 or visit their web site at <https://etsu.edu/gradstud/>

Security Information Report

East Tennessee State University makes available to students the ETSU Security Information Report. This annual report includes campus crime statistics for the three most recent calendar years and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614. The report can be accessed on the Internet at: http://www.etsu.edu/dps/security_report.aps.

Sigma Theta Tau International Honor Society of Nursing

The Epsilon Sigma Chapter of Sigma Theta Tau, International Honor Society of Nursing, was established at the College of Nursing in Spring 1982. The purposes of the organization are to recognize the achievement of scholarship of superior quality, recognize the development of leadership qualities, foster high professional standards, encourage and support research and other creative work in nursing, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

Membership in Sigma Theta Tau is an honor conferred upon students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs demonstrating excellence in leadership positions in nursing are also eligible for membership consideration. Membership is available by invitation through active

chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau.

Eligibility for student membership includes:

1. evidence of professional leadership ability or potential ability;
2. college level G.P.A. of 3.3 on a 4.0 scale (The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class and shall rank not lower than the highest 35 percent of their class in scholarship.);
3. invitation to membership during a fall semester ceremony;
4. presence at the induction ceremony to be inducted; and
5. payment of all fees before admission to membership.

Skills Practice Lab

Practice laboratories set up for students to practice nursing skills are located in Rooms 326 and 327 of the Roy S. Nicks Hall. Students will spend assigned time in these labs as a part of clinical courses. In addition, the labs may be available for independent practice time and some lab supplies may be checked out by students for community teaching projects. To schedule independent practice time or check out models or supplies, students must contact the Skills Lab Coordinator at 439-4065 or the Computer Operations Coordinator in the Learning Resources Center at 439-4546.

Food and drinks are not allowed in the skills lab. Once a skills practice session is completed, beds should be straightened and supplies and equipment returned to their designated places.

Student Health Services

The Student Health Clinic is available to all registered ETSU students. A valid current ETSU ID card is required to access services. The clinic is part of the Faculty Practice Network of the College of Nursing and most care is provided by nurse practitioners and registered nurses. The clinic is open Monday – Friday from 8:00 a.m. - 4:30 pm. Students are advised to call early in the day to schedule same-day appointments with the nurse practitioners. Immunizations are available from 8:00a.m. - 11:30 a.m. and from 1:30 - 3:30 p.m.

Students are not charged for visits to the clinic, but there are charges for medications, immunizations, lab tests and some procedures. The Student Health Clinic can help students with episodic illnesses and injuries, preventive services, health education and can assist students with meeting clinical health requirements. The clinic is located in the Old Sherrod Library Building, Room 160. For additional information, call 423-439-4225.

Testing Center (College of Nursing)

The College of Nursing Testing Center provides a variety of services. In addition to giving support and encouragement to graduating nursing students preparing to take the NCLEX-RN or an advanced practice certification examination, services are available to help all nursing students with test-taking and study skills through the use of media, computer tutorials, one-on-one interactions, and study skills class. In keeping with the center's motto, "Promoting Nursing Students' Success," the Testing Center is ready to serve you in the Nicks Hall. Students are encouraged to use the center for study, or for an individualized appointment with the director. Call (423) 439-4262 for an appointment.

Writing and Communication Center (University)

The ETSU Writing and Communication Center, Room 409 Warf-Pickel Hall, provides free tutoring and help with writing or speech projects for any ETSU student at any level. The center provides assistance with term papers, lab reports, theses/dissertations, speeches and presentations. Call (423) 439-8202 for more details.

APPENDIX

Office of Student Services will send you the following MANDATORY requirements, policies, instructions. Please read all Please read carefully and completely.

Clinical Health Requirement Packet
Drug Screening Policy
Letter from Graduate Programs Associate Dean
New Student Instructions
Project Concert Instructions for Preceptor Forms
Social Network Policy

The following is a list of clinical requirements outlined in full in the Fall 2018 Clinical Health Requirement Packet that must be submitted before the deadline provided by student services.

The deadline date for the clinical health requirements to be submitted is July 30, 2018. **You will not be allowed to begin your classes if these requirements are not met.** Please do not wait until the deadline date to get everything scanned. Scan ASAP so I will have plenty of time to get your documentation processed. The earlier the better. And you do not have to wait until you have the complete packet to begin scanning.

Criminal Background Reports are mandatory and must be purchased by the approved vendor. We cannot use the background report you just received from the local police or from your employer. Instructions for the approved vendor are included in this packet. You will not be able to go to clinical unless this requirement is met.

Professional Liability Insurance -for the documentation we need to have on file you will need to scan the policy face sheet/certificate of coverage to the website. We can't accept application, receipt of payment, nor confirmation page. We must have the actual policy face sheet with amounts, dates, policy number, and signatures. And please do not put anything in the dropbox EXCEPT for the policy face sheet/certificate of coverage. ETSU offers a reduced rate of insurance if you are interested please contact me at hawks@etsu.edu

Varicella :. Even if you had chicken pox as a child you must still provide documentation of a varicella titer with numeric results or TWO varicella vaccines. History of the disease is not adequate documentation

Physical: This is a mandatory requirement and must be done on the ETSU form included in packet.

Hearing Test: A hearing test is required and can't be just the whisper test. Please do not leave it off the physical form or you will have to pay for another visit to the doctor. If your doctor does not have the equipment you can find a drop in clinic or the student health clinic on campus should be able to do the test. This is a mandatory requirement along with the physical.

Health Verification form: Please complete the entire health verification form. Write N/A or none but do not leave any lines blank. The questions most frequently missed are on page one about allergies and additional illnesses on page two. Please list what you may have or write none on those lines. Incomplete forms will be sent back and may delay processing.

TB: We are using the two step TB process. Please make sure your TB results are recorded as mm duration. Those recorded as positive or negative will not be accepted and you will have to pay for another TB test to get it recorded correctly. Please use the TB form we provide in the packet for correct documentation however it is not mandatory that you use our form to record the duration as long as it is recorded correctly. This is a mandatory requirement even if your place of employment does not require it. You can get it done at your doctor's office when you get the physical, any of the drop in clinics, or the Student Health Service here on campus.

HEP B: We must have documentation of positive titer or a series of three vaccines completed BEFORE any patient contacts begins. (schedule of HEP B dose dates are included in packet)

CPR/BLS: We will need a copy (front and back) of your BLS/CPR card. If you do not have one you will want to sign up for the classes ASAP because they fill up quickly. Approved courses are through American Heart Association. The Red Cross is not accepted by all agencies so please do not submit that one. Totally on line classes are not acceptable. Check with your area hospitals for classes. MSHA would be a good place to start. There is a list of possible resources in the packet.

If you provided the Student Health Clinic with documentation of any immunizations you will still need to provide documentation to our office. We are not able to view their files. Our requirements are different than what you needed to submit to enroll in ETSU. These are necessary requirements for nursing students to be in the nursing program. Please contact me if there are any questions.

HIPAA: Please follow instructions in packet. There are two parts to the HIPAA training and you must scan both certificates to Project Concert. To reprint your HIPAA certificates of completion login to the training site. On the left sidebar click "Training Modules." Scroll down. Under "Modules You Have Completed" you should see HIPAA Part One and HIPAA Part Two modules listed. On the right side, under the column "Certificate" click "View." This will allow you to reprint your completion certificate for each module. Please do NOT take any of the Google HIPAA quizzes. It will not count for being compliant. You must follow the instructions and do this HIPAA that is assigned to your ETSU email address.

OSHA quiz: This is not the same as the HIPAA and it must be taken on Project Concert. We cannot accept any paper quizzes found on line and scan. It is step six of the Quick Start video so please view that video before you begin the quiz.

Workforce Confidentiality Form: This is not the same as HIPAA. This is a form included in packet that must be signed, dated, and scanned to the dropbox in addition to your HIPAA training.

Demographic Information Survey- The purpose of this survey is to gather information about students. This information can be used to apply for financial aid for students or grants to support student education. All INFORMATION IS CONFIDENTIAL, so please respond completely and honestly to each question. Please take this survey on the Project Concert site. This is a requirement so make sure it does get submitted.

You will be submitting your documentation to the ProjectNurse/ProjectConcert website. Instructions are included with the packet and here is an on line tutorial video that will walk you through how to use Project Concert:

https://youtu.be/Dhin4fne_hU

All of our records are electronic and no hard copy will be accepted. If you have any problems with getting your requirements uploaded please view the tutorial and then contact me with any questions you may have.

There's a check list included in your packet to make sure you are submitting everything that is required. You do not have to scan the check list, it is just to help you stay on track with your requirements.

I cannot stress enough how important it is to get these requirements scanned by the deadline date. Please contact Office of Student Services for any problems or questions.

STUDENT DRUG SCREENING POLICY

Criminal background checks and drug testing for students in clinical/practicum environments are standard requirements for many health care and community agencies prior to clinical placement. Students must meet the requirements of the clinical agency to which they are assigned as outlined in the clinical affiliation agreement contract. In order to comply with clinical agency contractual requirements, the College of Nursing requires all admitted students to consent to a mandatory drug screen. As student clinical rotations are incorporated into the curriculum over time, some hospitals or other clinical facilities require current drug screens (within 30 days) so the drug screen may need to be repeated at different intervals during the nursing degree program. The Office of Student Services communicates this requirement to students.

The required drug screen will be performed by a College of Nursing approved provider of this service. All expenses for the drug screen will be covered directly by the student.

Drug test panels will include: Amphetamines, Cocaine Metabolites, Marijuana, Metabolites, Opiates (Extended Panel), Codeine, Hydrocodone, Hydromorphone, Morphine, Oxycodone, Phencyclidine, Barbiturates, Benzodiazepines, Methadone.

The particular drug screen tests required, and related costs, are subject to change and are beyond the control of the University or the College of Nursing.

The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the college, or subsequent licensure for reasons associated with drug testing.

The student's failure to consent to the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program.

In the case of multiple negative-dilute drug screenings, the College may require the student submit to a blood-based drug screening.

Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to complete the nursing degree program.

Results of the drug screen(s) will be kept in a separate confidential file. Notification and release by the student will be required before results are released to health care or community agencies. The Office of Student Services will convey the status of the drug screen to the health care or community agency per contractual obligations.

Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

Approved Academic Council 12/05/2018

Next page: Student Release Form

Release Form
Drug Testing Investigations of Students East Tennessee State University
College of Nursing

By signature below, I authorize the College of Nursing to conduct a Drug Screen for the purpose of complying with contractual requirements of clinical agencies seeking to identify and evaluate care providers failure to pass a drug test as detailed in that policy. I, _____, understand and agree to the following:

Student name

- The student will be responsible for the ordering of and payment for the initial student drug test. Clinical sites may have additional requirements or other required vendors; the student will be responsible for these additional expenses. Results of previous drug tests will not be accepted by the College of Nursing;
- Drug test panels will include at a minimum: Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiates (Extended Panel), Codeine, Hydrocodone, Hydromorphone, Morphine, Oxycodone, Phencyclidine, Barbiturates, Benzodiazepines, Methadone.
- The student's failure to consent to the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program;
- The staff of Student Services will convey the status of the drug screen to the healthcare or community agency;
- Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the student unable to progress or to complete the nursing degree program;
- Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

I understand the above requirements and will follow and participate fully per ETSU College of Nursing's Drug Testing Investigations of Students Policy.

Student Name (please print)

Signature

Student ID (E# number)

Date

Approved Academic Council: 12/5/2018