FORWARD

The policies stated in this handbook are consistent with University policies but are set forth in more specific terms so the student majoring in nursing will have a concise statement of expectations. These policies are reviewed, revised, and adopted by the Keigwin School of Nursing Graduate Nursing Committee.
OVERVIEW

MISSION, PHILOSOPHY AND PROGRAM OUTCOMES

The Keigwin School of Nursing mission, philosophy and program outcomes are congruent with those of Jacksonville University and consistent with the professional nursing standards and guidelines for the preparation of nursing professionals.

Mission of the School of Nursing

Jacksonville University Keigwin School of Nursing values the diverse backgrounds and experiences of its students and emphasizes the importance of a liberal arts foundation, scholarly inquiry, engaged learning opportunities and clinical application in the professional socialization and development of nursing students.

Jacksonville University Keigwin School of Nursing is committed to the success of each student as a self-assured, competent, caring professional nurse, who practices in an evolving, complex health care environment, provides leadership to promote health among culturally diverse people and promotes the advancement of nursing knowledge through evidence-based practice and life-long learning.

School of Nursing Philosophy

Jacksonville University Keigwin School of Nursing faculty values the diverse backgrounds and experiences of its students and emphasizes the importance of a liberal arts foundation, engaged learning, scholarly inquiry, clinical excellence, and the socialization of students into the caring practice of professional nursing.

The faculty believes that baccalaureate nursing education is the entry level into professional practice and that graduate education is necessary for advanced nursing practice. The Bachelor of Science in Nursing (BSN) program prepares professional nurses as self-assured, competent generalists who think critically, engage in clinical inquiry, communicate effectively, and assess and manage the health needs of clients in a variety of settings.

Graduates from the Master of Science in Nursing (MSN) program are prepared as nurse leaders, clinical nurse educators, and nurse practitioners. All graduates demonstrate competencies necessary for success in professional positions and for continued study in doctoral programs. Graduates from the Doctor of Nursing Practice (DNP) program are prepared to perform at the highest level of advanced nursing practice. The Graduate programs prepare professional nurses to assume leadership roles in a global society, think critically, communicate effectively, and practice in advanced roles. Graduates evaluate health issues of clients, institutions, and communities, and develop collaborative, innovative strategies that effect change and promote evidence-based practice. Graduates promote health, advance nursing knowledge, impact health policy, and commit to lifelong learning.

The philosophy of the Keigwin School of Nursing is illustrated by a four-point star. The star represents the essential components of the nursing program. Caring and engaged learning
emanate from the center of the star and support students’ development of competence in scholarly inquiry, clinical excellence, leadership and health and education technology.

Caring is an inherent characteristic of nursing and is demonstrated through compassionate concern to protect and enhance human dignity. Caring is present in all aspects of nursing and encompasses being fully present to meet the holistic needs of the individual person, family, and community. Faculty believes that caring is cultivated and refined through education and enacted through values and behaviors. Faculty encourages students to maintain balance in their personal and professional lives through continued self-examination and fosters supportive and nurturing relationships with nursing students serving as mentors and role models in the classroom and clinical areas.

Faculty believes that engaged learning is an essential strategy to gain knowledge that leads to excellence in nursing practice. Elements of engaged learning include creative inquiry, a community of interdisciplinary scholars, diverse thinking, questioning, and application of concepts to experiential learning, such as clinical practice, internships, externships, study abroad, service learning and community service. Faculty facilitates engaged learning by serving as role models of lifelong learning, establishing practice partnerships for learning experiences, and fostering a learning environment of mutual respect. Engaged learning and caring influence all aspects of professional nursing and is demonstrated by excellence in scholarly inquiry, clinical excellence, leadership, and health and education technology.

Faculty believes scholarly inquiry in nursing is the continual search for knowledge and application of knowledge to professional practice. Faculty fosters an appreciation for scholarly inquiry important to evidence-based practice and the advancement of professional nursing and encourages students to engage in research and scholarly activities. Faculty believes that graduates value the importance of lifelong learning and will contribute to the body of nursing knowledge.

Faculty believes clinical excellence is demonstrated by the transfer of knowledge from theoretical courses to professional practice and is exemplified by the stellar reputation of the rigorous nursing programs at Jacksonville University. Clinical excellence encompasses professionalism, effective communication and interpersonal skills, diagnostic acumen, skillful negotiation of the health care system, a scholarly and caring approach to clinical practice, and passion for the profession of nursing. Students develop clinical excellence through comprehensive learning opportunities provided by practice partnerships with various health care organizations.

Leadership is an essential quality in professional nursing. Nurses serve as formal and informal leaders in the workplace and the community as patient advocates, change agents, conflict mediators, and political activists. The faculty believes that leadership can be taught and is developed through classroom and clinical activities, role modeling and mentoring others, and involvement in professional activities and organizations.

Faculty believes that technology is vital in academic teaching and professional practice. Faculty pursues technological initiatives for innovative and creative teaching and facilitates teaching and
learning through online, web-based, and simulation technologies. Faculty expects students to be adept in the use of current and evolving technologies in practice settings.

The curricular progression fosters professional socialization for future nursing roles and responsibilities within the global community. As students learn and mature in nursing knowledge and ability, they practice as professional nurses, provide leadership to promote and improve health, and promote the advancement of nursing through life-long learning.
**Doctor of Nursing Practice (DNP) Program Outcomes**

1. Lead interdisciplinary health care initiatives at the organizational and systems level to improve health outcomes for individuals and populations.

2. Integrate principles of ethics and cultural diversity into clinical decision making for individuals and populations experiencing complex health issues.

3. Influence public policy designed to ensure the safety and quality of healthcare for individuals and populations.

4. Demonstrate proficiency in the use of technology and information systems designed to improve the quality of care for individuals and populations.

5. Critically evaluate the philosophical and scientific underpinnings of advanced nursing practice.

6. Translate relevant research findings from nursing and related disciplines to advanced nursing practice to improve health outcomes for individuals and populations.

7. Demonstrate advanced nursing practice at the highest level to promote health and manage direct and indirect care of individuals experiencing acute and chronic health issues.

8. Disseminate advanced nursing knowledge derived from clinical scholarship.

**Student Participation on Committees**

Keigwin School of Nursing By-laws requires student participation on nursing committees. Graduate students select student representatives to BRCHS/SON Committees as follows:

- **Nursing Faculty** - One representative and one alternate from each academic level (sophomore, junior, and senior from the undergraduate program, RN-BSN program, and graduate program)

- **Graduate Committee** - Directors of MSN and DNP Programs, faculty representatives from the NP, EDU, DNP and Leadership programs, the graduate advisors, and 1 graduate student

- **Evaluation** - 3 faculty members, 1 online program advisor, 1 senior student from the Undergraduate Program, 1 junior student from the Undergraduate Program (encouraged to serve two years), 1 RN-BSN student, and 1 graduate student

- **Technology and Resource Committee** - 3 faculty members, Lab Coordinator, 1 student from the Undergraduate Program, and 1 student from the Graduate Program
Each student representative will have an alternate who will attend meetings in the absence of the regular representative.

A student may attend meetings of any committee if permission is obtained from the Chair of the committee prior to the scheduled meeting.

Student representatives do not attend portions of KSON Faculty Committee Meetings when individual student problems and issues are discussed.

**ACADEMIC POLICIES**

Admission is open to qualified people of any race, color, religion, and national or ethnic origin. Graduate admission is processed through the Keigwin School of Nursing. Admission to the DNP is competitive and limited per year/per program. To be considered for admission, potential students must submit the following items:

*Application for post-MSN DNP Admission is based on the following criteria:*

1. A $50.00 nonrefundable application fee
2. Application
3. Official transcripts from college or university showing MSN degree conferral.
4. MSN degree from a Commission on Collegiate Nursing Education or Accreditation Commission for Education in Nursing accredited program*.
5. MSN GPA of 3.3 or higher
6. Licensed or eligible for licensure as a Registered Nurse or an Advanced Practice Registered Nurse in the United States
7. Three letters of reference - two clinical and one professional/academic
8. Curriculum Vitae
9. Statement of Intent

*Recent MSN graduates may apply for provisional admission for the first year of the DNP program while they complete their national certification and obtain APRN licensure. Students must have national certification and APRN licensure to enter the second year of the DNP program. This applies only to the Advanced Practice track

*Students enrolled in the MSN program may apply for provisional admission into the DNP program and take core courses with permission of program director.

*Applicants who are RNs or APRNs but who possess Master’s degrees in other fields will be considered for admission on an individual basis.
**Application for BSN to DNP program**

- $50 application fee
- Completed Keigwin School of Nursing application
- Official transcripts from all colleges and universities
- Graduation from an accredited NLN or CCNE BSN nursing program.
- Undergraduate nursing grade point average above a 3.3 on a 4.0 scale.
- Official GRE scores of 290 or higher
  - The requirement of official GRE scores will be waived if a student has an undergraduate nursing GPA of 3.3 or higher on a 4.0 scale.
- Three letters of recommendation
- Valid Florida RN license
- Statement of Intent
- Resume or CV
- All students who submit International transcripts, or whose first language is not English must also take the TOEFL and score 540 on the paper-based exam, 207 on the computer-based exam, or 76 on the internet-based exam
- Graduate admissions committee may request an on campus interview. All APRN tracks require an on campus interview.
- Evidence of successful completion of an undergraduate course in statistics and physical assessment.
- One year of clinical experience is required if applying for the FNP concentration

**Adding Certifications**

Eligible DNP students have the option of obtaining additional certification (FNP, ENP, AGACNP, Psychiatric/Mental Health, Nursing Informatics) beyond their current certification and licensure through graduate coursework. Individual progression plans will be developed for those students interested in pursuing this option. Please discuss the admissions process with your academic advisor.

Graduates of the Family Nurse Practitioner program will be eligible for certification (Family Nurse Practitioner exam) offered by either the American Nurses’ Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP). Graduates of the Adult-Gerontology Acute Care Nurse Practitioner program will be eligible for certification (Adult-Gerontology Acute Care Nurse Practitioner exam) offered by ANCC. Graduates of the Psychiatric/Mental Health Nurse Practitioner program will be eligible for certification offered by ANCC. Graduates of the Emergency Nurse Practitioner program will be eligible for certification by the American Academy Nurse Practitioners (AANP). Upon receipt of national certification by exam, graduates will apply for subsequent licensure by their chosen state Board of Nursing.
Clinical Requirements

Students admitted to the program may not start clinical/residency hours until verification of supervised clinical practice hours in graduate program specialty area.

Background checks are required on all students participating in clinical practice for licensure. A clear background check must be provided to the Keigwin School of Nursing before students may enroll in their first clinical course. Information on the background check may need to be released to agencies for permission to participate at the clinical site. If clinical placement is denied by the agency, and an alternative site cannot be obtained, the student will not be permitted to complete the program. Background checks may be completed after enrollment in the DNP program.

Selection Process

Admission to the DNP Program is selective and limited to those students who demonstrate potential for successfully completing the program. The decision is based on evaluation of the student’s undergraduate or graduate program and grades earned, work experience (if applicable), letters of recommendation, and the personal interview (as indicated), including the statement of intent.

Transfer Credit Policy

Post-Master’s DNP students may transfer a maximum of six semester hours or 10-quarter hours of graduate academic credit from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to Jacksonville University’s Doctor of Nursing Practice Program, and the grade must be at least a “B.” The request for transfer credit must be requested before the student begins the DNP coursework.

BSN to DNP students may transfer a maximum of 9 semester hours or three total courses of graduate academic credit from a comparable regionally accredited academic institution. The credit must be in courses similar in content and rigor to Jacksonville University’s Doctor of Nursing Practice Program, and the grade must be at least a “B.” The request for transfer credit must be requested before the student begins coursework at JU.

To be eligible for transfer credit, the student must submit a transcript and catalog description of the course to the Assistant Director of Enrollment and Advising of Graduate Programs. A letter requesting the transfer credit will be sent to the Registrar and placed in the student’s file.

Program Completion

Students must successfully complete all coursework no later than five years after entrance into the program.
**Post Master’s DNP**

Core courses
- NUR 652 Evidenced Based Practice I
- NUR 660 Ethics
- NUR 610 Information Technology
- NUR 670 Leadership & Health Policy
- NUR 630 Epidemiology & Biostatistics
- NUR 690 Evidenced Based Practice II

Specialty cognate courses
- Advanced Practice track: NUR 600 Practice Management
  - NUR 620 Advanced Diagnostics
  - NUR 640 Pathophysiology
- Leadership track: NUR 642 Leadership and Innovation
  - NUR 622 Quality Outcomes
  - NUR 602 Business of Healthcare

NUR 641 Residency hours (as needed)

700 level courses:
- NUR 702 DNP project
- NUR 703 DNP residency hours

Students opting to enroll in a full time option will take all 600 level core courses in one academic year and begin their DNP project/residency hours (NUR 702/703) in year two. However, students can also opt to take only one course per semester. This progression would complete the program in four years.

Students can also opt to begin their DNP project after completion of all DNP core courses. They would register for NUR 702/703 while finishing any remaining specialty cognate courses. This will allow students to begin working on their projects sooner and complete the program sooner if desired. Most post Master’s DNP students complete the program in approximately 3 years.

Once a student enters the 700 level coursework they must continue to register for courses each semester until they have completed their project and residency hours. There is no allowance for “breaks” during this process. Extenuating circumstances will be considered. Students must be registered for courses the semester they defend their final DNP project.
**BSN to DNP**

500 level courses:
- NUR 514 Advanced Roles
- NUR 520 Theory & Research II

600 level courses:
- NUR 652 Evidenced Based Practice I
- NUR 660 Ethics
- NUR 610 Information Technology
- NUR 670 Leadership & Health Policy
- NUR 630 Epidemiology & Biostatistics
- NUR 690 Evidenced Based Practice II

700 level courses:
- NUR 702 DNP project
- NUR 703 DNP residency hours

Depending upon the student cohort, BSN to DNP students will also take one of the following 3 options

**Family Nurse Practitioner option**
- NUR 501 Advanced Assessment
- NUR 502 Advanced Pathophysiology
- NUR 504 Advanced Pharmacology
- NUR 503 Adult Health
- NUR 517 Psychiatric Mental Health
- NUR 515 Women’s Health
- NUR 509 Pediatrics
- NUR 601/603/605 FNP practicum
- NUR 600 Practice Management
- NUR 620 Advanced Diagnostics
- NUR 640 Pathophysiology

**Leadership option**
- NUR 530 Financial Management
- NUR 531 Human Resource Management
- NUR 532 Health systems
- NUR 533 Quality and Safety
- NUR 642 Leadership and Innovation
- NUR 622 Quality Outcomes
- NUR 602 Business of Healthcare or NUR 604 Academic Leadership

The BSN to DNP program is offered as a **full time option only** (9 semesters). There is no option to complete this program part time. There is no “exit” point in the BSN to DNP for students who decide later that they wish to pursue the MSN degree. If BSN to DNP students opt to pursue the MSN option, they will be expected to apply for full admission to the MSN track. Students who experience an interruption in progression will be advised on an individual basis.
Students can opt to begin their DNP project after completion of all DNP core courses. They would register for NUR 702/703 while finishing any remaining specialty cognate courses.

Once a student enters the 700 level coursework they must continue to register for courses each semester until they have completed their project and residency hours. There is no allowance for “breaks” during this process. Extenuating circumstances will be considered. Students must be registered for courses the semester they defend their final DNP project.

BSN to DNP students are expected to complete 1000 residency hours prior to graduation from the program. BSN to DNP/FNP students will earn 730 of these hours performing NP clinical rotations. See the DNP Project and Residency Handbook for more details.

Academic Standards & Standing

Each student registered in a graduate nursing program is expected to maintain the minimum of a 3.0 cumulative grade point average. Graduate Nursing students will be placed on academic probation if any of the following scenarios occur:

- A student’s cumulative GPA drops below 3.0.
  - Any student who is put on probation due to having a cumulative GPA below a 3.0 will have two semesters to raise their cumulative GPA to a 3.0 or higher. If after two semesters, the student has not achieved a cumulative GPA of 3.0 or higher they will be dismissed from the program.
- A student who receives one grade of ‘C+’
  - A student will be placed on academic probation if they earn one grade of ‘C+’, but the student will be allowed to progress with coursework as scheduled. This academic probation will last for the duration of their program.
  - Any subsequent grade of a ‘C+’ or lower will result in dismissal from the program regardless of GPA.
  - If a student received two or more grades of ‘C+’ or lower in the same semester, they are automatically dismissed from the program.
- A student who receives one grade of ‘C’
  - A student will be placed on academic probation if they earn one grade of ‘C’. The course in which student receives a grade of ‘C’ must be successfully repeated before they can continue into any higher level coursework. Placement back into the course needing repeating will be based on timing of course offerings and available space. This academic probation will last for the duration of their program.
  - If a student who has received a grade of ‘C’ in one nursing course earns a second grade of ‘C’ in a nursing course either in the same semester or a later semester, this will result in dismissal from the program.

A student can be dismissed from their Keigwin School of Nursing graduate program should any of the below scenarios occur:

- A student who is on academic probation due to having a GPA below a 3.0 and does not increase their GPA to a 3.0 or higher after two semesters will be dismissed from their graduate nursing program.
• A student who earns a grade of ‘C+’ in a course who then earns a concurrent or subsequent grade of a ‘C+’ or lower will result in dismissal from the program regardless of GPA.
• If a student who has received a grade of ‘C’ in one nursing course earns a second grade of ‘C’ in a nursing course either in the same semester or a later semester, this will result in dismissal from the program.
• A student who receives an ‘F’ in any nursing course for any reason will be dismissed from the program.
  *Students dismissed from any graduate nursing program may appeal the action to the School of Nursing Graduate Committee.

OUT-OF-SEQUENCE COURSES
Students in ARNP tracks must take all nursing courses in the sequence they are published in. All students in ARNP tracks will be given their progression upon acceptance into their program. Any student who has interrupted their progression for any reason are considered to be out-of-sequence. Students not regularly progressing must request readmission from the Keigwin School of Nursing Graduate Committee.

Once readmission is approved, out-of-sequence students will be placed in required course(s) on a space-available basis and are placed after all normally progressing students have been appropriately accommodated.
Students may only repeat one nursing course. If a grade of “B-” or better is earned in the repeated course, the student will be permitted to continue in the program. If less than a grade of “B-” is earned in the repeated course, any concurrent nursing courses, or any succeeding nursing courses, the student will be dismissed from the program.

After admission to the nursing program, placement in nursing courses for the academic year will be based on the following priority ranking:
  • Full-time, regularly progressing degree-seeking students.
  • Part-time, regularly progressing degree-seeking students.
  • Regularly progressing certificate seeking students.
  • Students who have interrupted their studies but are in good academic standing.
  • Students who have withdrawn from one or more nursing courses.
  • Students who have been unsuccessful in one nursing course and need to repeat the course.
  • Transfers from other graduate nursing programs according to Graduate Committee guidelines.

If additional criteria are needed to determine placement, date of becoming out of sequence and cumulative GPA will be used. (See your academic counselor).

The DNP curriculum must be completed within five (5) years from initial enrollment into nursing courses. If unable to complete the prescribed nursing curriculum within the five (5) years, the student must petition to and be approved by the Kiegwin School of Nursing Graduate Committee in order to continue in nursing curriculum. Once progression is interrupted, the KSON can not guarantee completion of the nursing curriculum within five (5) years although every reasonable effort will be made to facilitate progression.
Grading

Grades are given in the School of Nursing based on acquired points rather than percentages. The grade equivalent will be discussed in the syllabus for each course.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>549 - 600</td>
</tr>
<tr>
<td>A-</td>
<td>537 – 548</td>
</tr>
<tr>
<td>B+</td>
<td>525 – 536</td>
</tr>
<tr>
<td>B</td>
<td>489 -- 524</td>
</tr>
<tr>
<td>B-</td>
<td>477 – 488</td>
</tr>
<tr>
<td>C+</td>
<td>447 - 476</td>
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</tbody>
</table>

(passes but on academic probation)

Below this level – course is failed

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>417 - 446</td>
</tr>
<tr>
<td>F</td>
<td>416 points and below</td>
</tr>
</tbody>
</table>

In courses designated to prepare students for the ARNP certification exams, a minimum exam average of 75% must be achieved for written and oral exams to be averaged into the final grade. If a student does not earn a 75% exam average in one of these courses, it is not possible for the student to successfully pass that course. A grade of no higher than ‘C’ will be awarded to any student who does not achieve the required 75% exam average. This means that the student will be required to repeat the course that they did not earn the required 75% exam average before being permitted to progress to higher level courses.

The courses that the above grading policy applies to are:
NUR 501, NUR 502, NUR 503, NUR 504, NUR 507, NUR 509, NUR 513, NUR 515, NUR 517, NUR 563, NUR 564, NUR 565, NUR 566, NUR 567, NUR 568, NUR 572, NUR 573, NUR 575, and NUR 577.

Students can withdraw from classes or receive an incomplete according to the University policy. An “I” indicates that a student did not complete a course for a reason acceptable to the professor and requested and received permission from the Dean to complete the course within the first four weeks of the next semester. The student must be passing and have completed all but a particular segment of a course to qualify for a grade of “I”. The “I” will be converted to the appropriate letter grade if the course work is completed by the end of the fourth week of the next semester. If the “I” course work is not completed on schedule, the “I” will convert to an “F”. The “I” converted to grades “A” through “F” will then be used in computing the GPA and may result in a change of academic status if the resulting GPA so indicates. A nursing major cannot register for the next nursing course while an “I” grade remains on the student’s record without permission of the Director, Graduate Nursing Program.
**Program Orientation**

All students are required to attend DNP program orientation offered on campus fall of each year. Incoming BSN to DNP/FNP students are also expected to attend an NP orientation upon entering the program.

Once students start the 700 level courses they are also expected to attend a DNP project orientation and meet with their assigned chair. This is done on campus. Additionally DNP students will present their project proposal to the DNP Project Review Committee in person on campus as well as present their final defense in person on campus. The project review committee has specific dates posted. The final defense is schedule with the project chair.

**Class Attendance**

The DNP program consists of both in classroom and online classroom situations. All NP courses, regardless of specialty, are taught in classroom. 500 level courses may be taught in a hybrid format which requires both classroom and online participation. 600 level courses are taught primarily online. Students registered for 600 level courses are required to attend course orientation which occurs at the start of the semester. This is conducted through the Blackboard Collaborate system and students will be given the day and time of the course meeting. Several other courses also require live online sessions which include student presentations. All students are expected to participate in these live online sessions. 700 level courses consist of individual one on one meetings between student and faculty chair.

Grades will be awarded on the basis of the ability of each student to achieve specified course objectives. Faculty believes strongly that class attendance/participation is necessary for students to learn the assigned material and achieve course objectives. For online classes, attendance is measured by participation in the week’s discussions.

All students are expected to attend and participate in scheduled ground based classes. Faculty members understand that there are specific situations that may make it necessary to miss classes. If a student cannot attend class, they are encouraged to notify their course professor prior to class. Timing of make-up work will be determined by student-professor agreement.

Students are expected to attend class on time. Unavoidable and/or unexpected circumstances beyond the student’s ability to control or anticipate may be considered acceptable reasons for tardiness. Unless permission to leave class early is granted by the professor, students are expected to remain in class until the class is completed.

**Disability Statement**

Any student with a visible or non-visible disability who requests “reasonable accommodation” to his or her condition should provide medical and/or psychological documentation of the disability to the Student Life Office and refer to the information in the JU catalog and SON Handbook for additional information regarding student disabilities. A student with a learning disability should weigh carefully with his/her advisor the requirements of the nursing program in order to ascertain its suitability, given the nature of the disability.
**Health and Immunizations**

Health screening and immunization records are required for any DNP student participating in clinical hours as part of their coursework.

**Background Checks**

The Keigwin School of Nursing requires all students participating in clinical hours as part of their coursework to have a Criminal Background Check on file. The cost of the background check is included in the BSN to DNP clinical subscription fee. If a post-master’s DNP student needs a background check, they will be responsible for the cost. Students will submit to a FDLE/FBI Level II Criminal Background check. Students must sign a waiver allowing the School of Nursing to send a copy of this report to clinical facilities that require this information. A list of items included in the background check is available through the Graduate Advisor. Background checks are completed through the company CertifiedBackground.Com at http://www.certifiedbackground.com. Instructions will be given to beginning students upon entry into the program. Students are required to complete background and completed background checks are kept by the School of Nursing in a secure location.

Participation in clinical rotations may be contingent upon results of the background check. Any student with concerns regarding their background check must meet with the Associate Dean of the Keigwin School of Nursing. The Clinical Coordinator and the Associate Dean review all background checks. Any item of concern, regardless of adjudication, will be shared with the clinical facility. The clinical agency will determine if the student may participate in clinical at their facility. If the student is denied clinical access by an agency, and a comparable clinical assignment cannot be made, the student will not be able to meet the course objectives and will therefore be dismissed from the nursing program. Students that are out of the program for more than two semesters will be required to complete a new background check. Enrolled students are required to notify the Associate Dean if they are charged and/or convicted of a crime during the time the student is enrolled in the DNP program.

**Expenditures**

A $50 fee is required at the time of application. Tuition is listed in the current Jacksonville University Catalog. Transportation may be required to complete some assignments. Lack of transportation is not an acceptable reason for failure to complete an assignment.

Each graduate student is required to have a personal laptop computer with current Microsoft Office or equivalent software that is capable of wireless internet connection.

All BSN to DNP students are required to pay a one-time $1,500 clinical subscription fee at the start of their program. This clinical subscription fee is to cover the cost of all required clinical materials, subscriptions, and requirements for all BSN to DNP students for the duration of your ARNP program. This is a one-time non-refundable fee due at the start of your program that will cover all clinical expenses through the duration of your program. The amount will be applied by
the JU Controller’s office to your account balance at the start of your first semester. This means that it can be paid either with available financial aid funds or personal money.

**DNP Competencies**

Students should be familiar with competencies established by professional advanced practice nursing organizations. Standards of practice and guidelines used in the development of the Doctor of Nursing Practice curriculum include the American Association of Colleges of Nursing (AACN) *Essentials of Doctoral Education for Advanced Practice Nursing, Competencies set forth by the National Organization of Nurse Practitioner Faculties (NONPF) and competencies for nurse executives as set forth*.

**Professional and Academic Conduct**

It is essential that all individuals associated with the Jacksonville University Keigwin School of Nursing behave with integrity and in accord with the American Nurses Association code of ethics. Failure to guard confidentiality and/or to accurately report and record information may result in disciplinary action. Any violation of academic honesty should be reported immediately to the faculty.

Any information, idea, concept, statistic, or other data used to complete an assignment in the Keigwin School of Nursing must be properly cited (see Written Assignment section). Failure to use proper citation is plagiarism. Plagiarism is academic dishonesty and grounds for dismissal from the University and Keigwin School of Nursing. Written assignments cannot be presented for a grade in more than one course.

For individual assignments, each student is required to submit a complete paper that is unique to that student and not a compilation of material created by two or more students working together. Unless specified by instructor, it is permissible for students to discuss with one another the requirements of an assignment and to explore possible ways in which to complete the assignment. When a student uses an idea or concept created by another student, it must be cited just as any other idea or concept is cited. For group projects, collaboration between class members is vital to the successful completion of the assignment. Sources used to fulfill requirements must be included in the bibliography or reference section of the assignment.

If there are any questions regarding professional and/or academic honesty, students must seek clarification from faculty in a timely manner. Faculty is to provide guidelines to students that are precise and unambiguous. Students are to conduct themselves in a professional manner at all times. Any student who is judged to be discourteous, rude, or profane to faculty or fellow students will be reported immediately to the Associate Dean of the Keigwin School of Nursing regarding continuation in the program. The faculty will notify the student that the offense will be reported and the student will be given an opportunity to respond in writing. The Associate Dean of the Keigwin School of Nursing will notify the student of the findings and faculty decision.
**Honor Code**

Truth has been identified by the profession as a value essential to nursing. To underscore the importance of truth, honesty, and accountability, students, faculty, and staff in the Jacksonville University Keigwin School of Nursing adhere to the following honor code: “I do not lie, cheat, steal, or condone those who do”. **Egregious academic misconduct will result in dismissal from the Keigwin School of Nursing.**

**Disciplinary Policy Release**

Each student accepted into the DNP program agrees to:

- Represent the University in a manner that upholds the integrity and standards of the University and the Keigwin School of Nursing;
- Notify the Associate Dean of the School and/or a designated representative of any misconduct on the part of the student;
- Permit the Associate Dean of Students to notify the Dean of the Keigwin School of Nursing and/or a designated representative in case the student violates the School of Nursing honor code or the conduct code stated in the JU Student Handbook; and
- Understand the Associate Dean of the School reserves the right to discipline the student beyond actions taken by the University Disciplinary Committees.

**Examinations**

During an examination there will be no talking in the classroom, and all notebooks, textbooks, and papers will be closed and put away unless it is an open book examination. A student may leave the testing room as soon as he/she has completed the examination and turned in testing materials to the person monitoring the examination. Faculty involved in testing has the prerogative of implementing additional security measures.

Students are expected to take exams on the day and time scheduled. If a student must take an examination at a time other than the one established in the course syllabus, permission must be obtained from the professor prior to the date on which the exam is set. If a student cannot take a scheduled examination because of illness or other valid reason, the appropriate instructor must be contacted prior to the examination. For unexpected or unforeseen events, when prior notice is impossible, the student must contact the professor and explain the reason for missing the examination within the 24 hours following the scheduled exam time. If the reason for missing an examination is considered valid by instructor, the student will be scheduled to take a makeup exam within five days of the original examination date or at a time convenient to the faculty.

If the instructor does not consider the reason given for missing the examination valid, the student will not be permitted to take a makeup examination. If the student fails to notify the professor prior to the examination when it is possible to do so, no makeup examination will be given. If a student fails to notify the lead instructor within the twenty-four-hour
period when an unforeseen event occurs, no makeup examination will be given. A student will be given a zero for a test that is missed and not made up.

**Written Assignments**

Each student is expected to submit written assignments on the date specified in the class syllabus. Permission to turn in written assignments later than the scheduled time must be obtained from the faculty prior to the due date. The faculty has the right to refuse any written assignment submitted past the due date where the student has not obtained prior permission to turn in the assignment late. Faculty may elect to allow a paper to be turned in late for less than full credit. For all written assignments that are turned in late, 5% of the total points possible will be deducted for the first day late, and 1% of the total points possible for each day thereafter. Saturday and Sunday count as two days.

All written assignments must be printed on white paper. All references and documentation used for a written assignment must follow the American Psychological Association (APA) bibliographic style. Failure to use proper citation is plagiarism, which is academic dishonesty and grounds for disciplinary action. Any information, idea, concept, statistic, or other data used to complete an assignment in the Keigwin School of Nursing must be properly cited (see Written Assignment section). Failure to use proper citation is plagiarism. Plagiarism is academic dishonesty and grounds for dismissal from the University and Keigwin School of Nursing.

Correct grammar, punctuation, word usage, and spelling are required in all written assignments. Credit will be deducted for errors in these areas. When more than one page is submitted, the pages must be stapled together in the upper left-hand corner. For written assignments of more than five pages, a folder may be used but is not required unless requested by the individual faculty.

Written assignments are not to be submitted for a grade in more than one course. All final examinations must be completed by the last day of the course. Students are unable to access course functions after midnight of the last day of the course.

If there are any questions regarding written assignments in the School of Nursing, students must seek clarification from the course faculty in a timely fashion. Faculty is required, also in a timely manner, to provide clarification that is precise and unambiguous.

All students are encouraged to maintain a copy of every paper submitted for a grade.

**APA Documentation Graduate Program**

- All formal papers written as a part of the Jacksonville University Keigwin School of Nursing curriculum will be developed according to *Publication Manual of the American Psychological Association* (6th Ed.) for manuscript preparation.
- All students will be required to complete the APA tutorial found at [http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx](http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx).
The following amendments to the APA 6th Edition format are required by Jacksonville University School of Nursing

- The date of an assignment is to be included on Title page for all papers. This will assist students in organization of work throughout the program.
- An abstract is required for research proposals, capstone projects, literature reviews and any papers over 10 pages.
- A table of contents is required for research proposals, capstone projects, literature reviews and any papers over 10 pages.
- Individual faculty may choose to amend APA guidelines for specific assignments. Faculty will communicate those changes to students via course syllabi or classroom instruction.

Use of Student Created Materials

Written permission must be obtained before faculty, administrators, or students may use student materials. Each student will be asked to sign the “Consent to Use Student Papers Form” at the beginning of the academic year, and has the right to refuse to do so. The form can be found in the School of Nursing office. Signed forms will be filed in individual student advising files. If a student exercises the right to refuse to sign the form, faculty can request permission to use materials on an individual, project-by-project basis.

Grievances

Please refer to the Jacksonville University catalog for the grievance procedure.

ENVIRONMENTAL POLICIES

Satellite Campus

Students attending classes off campus have access to faculty, computers, and the medical library at the hospital campus. On days that courses are taught, faculty maintains office hours and is available to meet privately with students. Students have access to services at the main JU library via the Internet, and access to faculty via the telephone and email at any time. Students at agency locations are within commuting distance of JU, and can avail themselves of all student services offered by JU’s main campus.

Building Access

Because of the number of people that use the Brooks Rehabilitation College of Health Science Building, it is necessary to create some basic rules that enable everyone to happily share the available space. Students can access the building and the computer lab by electronic access via the JU identification card. For security reasons, each student entering the building and/or labs must swipe their card for entrance, even when coming in with a group of classmates.
**Computer and Clinical Labs**

Care should be given to equipment and software available in the computer and clinical labs. No food or drink is permitted in the labs at any time. As this room can also be used for classes, scheduling the computer lab for individual student study or testing should be done through the KSON Faculty Coordinator. Certain software can be checked out from the Lab Coordinator. Use of the clinical lab is scheduled through the Lab Coordinator. Students are responsible for returning all materials to the proper place when finished using the computer or clinical labs.

**Equipment Use and Check Out**

Students may check out equipment or audiovisual material with permission of the faculty. If a student needs access to equipment and/or audiovisual material, the student must discuss such need with the Lab Coordinator. Students will check out all equipment through the Lab Coordinator or other Keigwin School of Nursing faculty. Failure to properly check out or return equipment or materials signed out may be considered stealing and the student will be referred to the Associate Dean of the Keigwin School of Nursing and the Dean of Students for disciplinary action.

All equipment in the Keigwin School of Nursing should be used according to manufacturer instruction. Each student is expected to show care and concern for any piece of equipment or any materials used by the student. A student shall be required to replace or repair equipment or materials that have been lost or damaged as a result of improper handling or use.

**Office Areas**

The office areas should not be used as a thoroughfare. Please maintain normal voice tones when in the office areas. Faculty office hours are posted outside their doors.

**Veranda**

The veranda area, accessed through the Student Lounge in the Lazzara building, is for rest, relaxation, and quiet studying. Behavior appropriate for such activities is expected. As in all public areas of the nursing department, individuals are responsible for keeping the area neat. Smoking is not permitted on the veranda.

**Student Lounge**

The student lounge is for relaxing, eating, and networking. Students using the facility are responsible for cleaning up after themselves. Dishes/cups should be washed and stacked to dry. Food placed in the refrigerator should be labeled with the student’s name and date. Food should not be left in the refrigerator to spoil. Any spoiled food will be discarded, container and all.
**Telephone**
The telephones are for Keigwin School of Nursing business. If a student wishes to use any telephone for any reason, the student must ask permission from the appropriate person in the area where the telephone is located. Time should be limited as a courtesy to others.

**Clinical Expectations and Responsibilities**
Please refer to the NP Clinical Syllabus for specific information on clinical sites, preceptors, contracts and student performance for NP students. More information about DNP Residency hours can be found in the DNP Project and Residency Handbook.

**PRECEPTORS AND RESIDENCY SITES**

**Requirements for Residency Sites**
- Residency course faculty will work with DNP students to determine suitable sites for achieving residency objectives. Jacksonville University Keigwin School of Nursing agrees with the following statement from the NONPF and adopts this policy in relationship to residency hours in the student’s place of employment:

  The NONPF Board recognizes that masters and doctoral-prepared nurse practitioners are presumed to have met the NP core competencies and, as post-master’s DNP students, are developing DNP competencies. If the site of employment is determined to be a suitable placement for clinical, it should be a clear expectation that new practice opportunities should be provided in order for the student to meet DNP competencies and that these new practice opportunities are beyond the current expectations that the DNP student has as an employee. DNP competencies are not associated with specific clinical practices or practice sites. Rather, they ensure that students have the opportunity to achieve a different level of clinical practice regardless of clinical site. The issue is whether or not the DNP student demonstrates the achievement of DNP competencies, regardless of whether they are in their current place of employment or in different clinical setting. With these principles in mind, the DNP faculty and DNP student should be able to determine whether or not a clinical site is suitable for achieving DNP competencies and the decision should be between the student and faculty (NONPF, 2010, p. 11).

- Residency site contracts will be maintained as indicated by the clinical coordinator director.

**Requirements for Preceptors**
- All preceptor agreements must be signed and on file in the KSON office before the first day of residency. The student is responsible to ensure that all preceptor agreements are signed.
before beginning clinical experience and that those agreements are given to the Clinical Coordinator before any clinical hours are completed.

**Requirements of Students Prior to Clinical Experience**

All students must have the following items updated and on file in the KSON clinical coordinator office prior to any clinical/practicum experience:

- Unencumbered and active RN or APRN License in the state in which they will do their residency hours
- Level II background check with fingerprints
- Liability coverage
- Medical clearance for clinical practice
  - Tuberculin skin test within the past 12 months or documentation as a previous positive reactor; and
  - Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and
  - Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and
  - Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated
- Current BLS certification (ENP students are also required to have current ACLS certification)

*some clinical sites require students to submit to a urine drugs of abuse screen which may incur additional cost to the student.

Failure to notify the Director, Doctorate Nursing Program of a change in licensure status will result in dismissal from the graduate program.

**Responsibilities Residency Participants**

**Residency Preceptor Requirements**

All individuals who elect to serve as a preceptor for the DNP program must meet the following requirements:

1. Hold a current unencumbered license to practice in their discipline.
2. Possess expertise in the in the clinical/practicum area of study.
3. Hold a graduate degree; preferably a doctorate degree.
4. Submit a CV or resume to clinical course faculty.
5. Have approval of course faculty.
6. Demonstrate effective teaching skills and communication skills.

**Preceptor Responsibilities**
1. Submit Preceptor Resume or Curriculum Vitae (CV).
2. Meet with faculty for preceptor orientation if deemed necessary by the course faculty.
3. Serve as a positive professional role model.
4. Direct learning experiences to help the student meet course objectives.
5. Maintain responsibility for all patient care.
6. Provide ongoing feedback to student and to faculty member as indicated.
7. Participate in evaluation of student and preceptorship experience.

DNP Student Responsibilities

1. In collaboration with course faculty, the student will identify a preceptor and site that will facilitate the completion of their residency course objectives.
2. Coordinate with the course faculty and the preceptor to develop residency course objectives.
3. Document clinical encounters in the Typhon tracking system as appropriate.
4. Submit clinical schedule plan, in advance, specifying location and hours to be worked.
5. Notify faculty and preceptor in advance of any change in clinical hours if appropriate.
6. Adhere to policies of Jacksonville University, the Keigwin School of Nursing and the institution for practicum experience.
7. Complete self-evaluation and evaluations of your preceptor and preceptorship experience.

Faculty Responsibilities

1. Be available to the preceptor to discuss the program outcomes, course objectives, and student performance.
2. Assess the clinical site for appropriateness in meeting the course objectives.
3. Maintain open communication with the preceptor regarding the student’s progress. A designated faculty member is available by beeper or cell phone during all student clinical hours.
4. Conduct scheduled and as needed on-site clinical visits to evaluate student’s clinical experience.

Clinical Policy

The clinical instructor or the preceptor has complete authority to remove any student whose behavior is unsafe or unsatisfactory from the clinical site. The incident will be reviewed by the Director, Doctorate Nursing Program, faculty member, preceptor and the student prior to the student returning to the clinical area.

Clinical Dress Code

Professional clinical attire is required in clinical at all times. Clinical faculty and preceptors have the final approval of all clinical attire. Appropriate dress and identification badges, per clinical site policy, are required.
Clinical Performance

Students will receive a pass/fail grade in clinical. A pass is required to successfully complete the course. A clinical failure will result in a course grade of “F”. **Any of the following behaviors constitute a clinical failure: using mood altering substances within 12 hours of clinical, violation of patient confidentiality policies, failure to abide by preceptor instructions, misrepresenting themselves, performing any procedure or intervention without preceptor approval, falsification of clinical hours, records or documentation.** The preceptor retains accountability at all times for patient care.

Policy Statement for DNP Students in Residency Courses:

1. Depending upon the student residency, the student schedule must be entered in Typhon and kept up to date at all times. Not all residency hours are required to be inputted into Typhon. Confirm with faculty chair.
2. Clinical days can only be cancelled in cases of emergency. The supervising faculty and clinical preceptor must be notified immediately via email and/or phone. As soon as possible, the schedule in Typhon must be amended to include the make-up clinical day.
3. Patient cases must be entered into Typhon within one week of the clinical day on which they were seen and final entries must be completed by stated due date for each course.
4. Students may secure their own clinical site/preceptor but must provide the JU KSON with the preceptor’s CV, license information, and preceptor agreement prior to beginning any clinical rotation.
5. If the faculty secures a clinical site/preceptor for the student, it is expected that the student will make initial contact within 48 hours with the willing preceptor and provide them with any scheduling information, CV, or other requirements within 1 week.
6. Students will recognize that special requests may not always be accommodated and that faculty will work to secure clinical sites/preceptors that will provide the best learning experience possible which may include some travel.
7. Students must accommodate preceptors’ schedules and may suffer personal inconvenience in order to complete the required clinical hours. The schedule of clinical days must be approved by the supervising faculty and the clinical preceptor prior to starting the rotation and may need to be revised if they do not promote an optimal learning strategy. It is not permitted to “front-load” clinical hours in the first half of the semester with the exception of the final semester practicum course. All clinical hours must be evenly dispersed throughout the semester to promote optimal learning.
8. Healthcare facilities may have requirements above and beyond the JU KSON in order for the student to complete clinical rotations. Students will be responsible for abiding by all policies mandated by the institution in which they are practicing which may include tutorials, orientations, drug screens, etc.

**Failure to comply with these regulations in the policy statement will result in an unsatisfactory evaluation of your performance in this clinical course. Students receiving an unsatisfactory evaluation in clinical courses will not successfully pass the course.**
Reference


DNP Graduate Handbook
Students are responsible for knowing and complying with all policies and information contained in the School of Nursing DNP Graduate Handbook.

JACKSONVILLE UNIVERSITY
KEIGWIN SCHOOL OF NURSING

I have received the 2018-2019 Keigwin School of Nursing DNP Graduate Student Handbook and I understand I am responsible for reading and understanding, and abiding by, all of the policies contained within the handbook

__________________________
Student’s signature

__________________________
Printed student’s name

__________________________
Date