GSW | **GEORGIA SOUTHWESTERN STATE UNIVERSITY**

Master of Science in Nursing

Student Handbook

Nurse Educator, Informatics, and Leadership Programs

AY 2024-2025

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Welcome Message

The graduate faculty wishes to welcome you to the Master of Science in Nursing Program at Georgia Southwestern State University. We hope that your educational experience here will be enjoyable, as well as academically challenging and growth promoting. We are committed to promoting excellence in this program and seek to provide our graduates with the knowledge and skills necessary to function effectively as nursing educators, nurse leaders, or nursing informaticist.

This **MSN Educator/Informatics/Leadership Student Handbook** is designed to guide your progression through the nursing curriculum and should be maintained throughout the program as a reference. The policies, guidelines and resources contained in this handbook serve to guide the practice of the School of Nursing. They are consistent with, and expand upon, those of Georgia Southwestern State University. Policies of Georgia Southwestern, as well as a list of student rights and responsibilities, are outlined in the *Graduate Bulletin* found on the GSW website.

All specific course policies and standards will accompany the course syllabus.

Americans with Disabilities Act (ADA)

GSW College of Nursing and Health Sciences wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. GSW's School of Nursing provides reasonable accommodation to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the above cited acts. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

If you have questions or concerns regarding matters not addressed by the contents of this handbook, please don't hesitate to contact us. We hope you have a wonderful experience!

HANDBOOK
DISCLAIMER

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the GSW College of Nursing and Health Sciences reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The College of Nursing and Health Sciences reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the College of Nursing and Health Sciences. The College of Nursing and Health Sciences at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for nursing professionals. Any of the policies contained within this FNP Student Handbook related to student progress in a degree program or graduation may be waived (only if consistent with existing GSW policy) following review and written approval by the relevant College of Nursing and Health Sciences FNP head(s) and the Dean. It is the responsibility of each student enrolled in the College of Nursing and Health Sciences to know current academic policies of the University, general and specific requirements, and policies that apply to the graduate nursing program.

MSN Program Mission

The mission of the Master of Science in Nursing (MSN) Program is to prepare safe and competent professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society and achieve academic excellence in nursing education through learner centered teaching, evidence-based practice, creative inquiry and student engagement. Also, the mission is to prepare competent and caring individuals for a life of success and leadership in professional nursing through intellectual, personal and social growth and to contribute to the communities in which they live and work.

Mission Statement of GSW School of Nursing

The mission of the School of Nursing is to prepare safe, competent, and compassionate professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society. Students achieve academic excellence through a vibrant learning environment using evidence-based practice, creative inquiry, and the pursuit of lifelong learning. This mission prepares nurses to lead in their profession as they contribute to the health of the communities in which they live and work

Philosophy/Organizing Framework

The philosophy/organizing framework and learning outcomes of the graduate nursing program are consistent with the vision and mission of Georgia Southwestern State University, emphasizing academic excellence through learner centered teaching, evidence-based practice, creative inquiry, and student engagement. Professional success is promoted through lifelong learning, leadership, collaborative partnerships and service.

Program Accreditation

Accreditation: The Georgia Southwestern State University Master of Science in nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE). http://www.ccneaccreditation.org

Administration / Faculty / Staff

GSW Interim Dean &Professor of Nursing		
Teresa Teasley, DNP,RN	229-931-2280	teresa.teasley@gsw.edu
GSW Graduate Associate Dean		
Paula Bryant, EdD, RN	229-931-2282	paula.bryant@gsw.edu
FNP Program Director		
Ramona Mulleins-Foreman, DNP, FNP-C	229-931-4467	ramona.mulleins-foreman@gsw.edu
GSW Faculty		
Marni Dodd, DNP, FNP-BC	229-931-2241	marni.dodd@gsw.edu
Michelle Dykes, EdD, RN	229-560-0144	michelle.dykes@gsw.edu
Laura Gosa, DNP, RN, PTA	229-931-2208	laura.gosa@gsw.edu
Kimberly Hasbach, DNP, FNP-C	706-507-8580	kimberly.hasbach@gsw.edu
Joy Humphrey, DNP, RN (PT)		joy.humphrey@gsw.edu
Pamela Rodriguez, DNP,FNP (PT)		pamela.rodriguez@mgc.edu
Stephen Shirlock		stephen.shirlock@gsw.edu
Shariah Solomon, DNP,FNP, CNM		shariah.solomon@gsw.edu
Wendy Wall, DNP,FNP (PT)		wendy.wall@gsw.edu
GSW Staff		
Lynn Bailey (Admin. Assist.)	229-931-2275	lynn.bailey@gsw.edu
Tiffany Aldridge (MSN Student Services)	229-931-2239	tiffany.aldridge@gsw.edu
Andrea Pinckard (Support Specialist)	229-931-6915	andrea.pinckard@gsw.edu
Alla Yemelyanov (Go-View contact)	229-931-2969	alla.yemelyanov@gsw.edu

Program Overview

The MSN curriculum is designed to prepare professional registered nurses for advanced practice (APN) roles as they are defined by the *AACN Master's Essentials*. All MSN students, regardless of their declared specialty track, are required to take the advanced pathophysiology, advanced health assessment, and advanced pharmacology courses to be consistent with the AACN guidelines.

MSN Program Outcomes

Graduates will be able to:
1. Implement the selected advanced nurse role-leader, educator, informaticist, within health care.
2. Develop and nurture interprofessional collaborations by communicating and consulting with other health care professionals, including administrators, community leaders and regulators.
3. Evaluate the influence of ethical principles on personal and organizational decision-making.
4. Utilize nursing research for the promotion of quality nursing education, safe client-centered health care, and evidence-based practice.
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and health care environments.
7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective client-centered health care and the advancement of nursing practice.
8. Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.

Curriculum Overview

The MSN program consists of a total of 41 semester credit hours. Fifteen of the hours are required core courses taken by all students in the program. The required courses include content related to nursing theory, research, advanced pathophysiology, advanced health assessment, and pharmacology. An additional core course, Information Technology in Health Care, will be taken by students in the education and leadership tracks. The Nurse Educator track prepares nurses to facilitate learning in various environments through the application of knowledge. Course content in this track includes the principles of education, teaching strategies, evaluation of learning, and curriculum development. The Nurse Leadership track focuses on preparing nurses to function as leaders in order to provide safe evidence-based care within various healthcare organizations, analyze different healthcare delivery systems, and develop skills in

human resource and healthcare financial management. The Nurse Informatics track prepares students to assume the role of a nurse informaticist. Courses in this track focus on data analysis, project management, clinical decision support, electronic health data exchange, and process improvement through the implementation and integration of health information technologies.

Core Courses (15 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6104	Theory for Graduate Nursing Practice	3-0-3	
NURS 6105	Research for Evidence-Based Nursing Practice	3-0-3	
NURS 6106	Advanced Pharmacology	3-0-3	
NURS 6107	Advanced Pathophysiology	3-0-3	
NURS 6421	Advanced Health Assessment	2-3-3	**45 hours**

Education (26 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6110	Principles of Education in Nursing	3-0-3	
NURS 6119	Information Technology in Health Care	3-0-3	
NURS 6220	Effective Teaching/Learning Strategies	3-0-3	
NURS 6330	Evaluation of Learning	3-0-3	
NURS 6440	Curriculum Development	3-0-3	
Practicum/Project			
NURS 6910	Practicum I	0-15-5	**225 hours**
NURS 6920	Practicum II	0-18-6	**270 hours**

Leadership (26 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6100	Principles of Leadership & Management within Health Care Organizations	3-0-3	
NURS 6119	Information Technology in Health Care	3-0-3	
NURS 6210	Management of Human Resources in Health Care	3-0-3	
NURS 6230	Health Care Delivery Systems	3-0-3	
NURS 6240	Health Care Finance	3-0-3	
Practicum/Project			
NURS 6910	Practicum I	0-15-5	**225 hours**
NURS 6920	Practicum II	0-18-6	**270 hours**

Informatics (26 Credit Hours)

Course Number	Title	Credits	Lab/Practicum Hours
NURS 6700	Principles of Clinical Informatics	3-0-3	
NURS 6710	Concepts of Clinical Informatics I	3-0-3	
NURS 6711	Concepts of Clinical Informatics II	3-0-3	
NURS 6731	NURS 6731 Process Improvement & Quality in Healthcare	3-0-3	
NURS 6750	NURS 6750 Health Systems Project Management	3-0-3	
Practicum/Project			
NURS 6910	Practicum I	0-15-5	**225 hours**
NURS 6920	Practicum II	0-18-6	**270 hours**

Post- BSN/MSN Educator Certificate Program (18 credit hours)

Course Number	Course Title	Credit
NURS 6110	Principles of Education in Nursing	3-0-3
NURS 6119	Information Technology in Health Care	3-0-3
NURS 6220	Effective Teaching/Learning Strategies	3-0-3
NURS 6330	Evaluation of Learning	3-0-3
NURS 6440	Curriculum Development	3-0-3
NURS 6407	Practicum	0-9-3

Post- BSN/MSN Informatics Certificate Program (18 credit hours)

Course Number	Course Title	Credit
NURS 6100	Principles of Informatics	3-0-3
NURS 6170	Concepts of Informatics I	3-0-3
NURS 6711	NURS 6711 Concepts of Informatics II	3-0-3
NURS 6750	NURS 6750 Health Systems Project Management	3-0-3
NURS 6730	Process Improvement for Health Care	3-0-3
NURS 6407	Practicum	0-9-3

Post – BSN/MSN Leadership Certificate Program (18 credit hours)

Course Number	Course Title	Credit
NURS 6100	Principles of Leadership & Management within Health Care Organizations	3-0-3
NURS 6119	Information Technology in Health Care	3-0-3
NURS 6210	Management of Human Resources	3-0-3
NURS 6230	Health Care Delivery Systems	3-0-3
NURS 6240	Health Care Finance	3-0-3

Post- Baccalaureate Healthcare Informatics Certificate Program (18 credit hours)

Course Number	Course Title	Credit
NURS 6100	Principles of Informatics	3-0-3
NURS 6170	Concepts of Informatics I	3-0-3
NURS 6711	NURS 6711 Concepts of Informatics II	3-0-3
NURS 6750	NURS 6750 Health Systems Project Management	3-0-3
NURS 6730	Process Improvement for Health Care	3-0-3
NURS 6407	Practicum	0-9-3

Course descriptions of the courses shown above may be found on the GSW Website at
https://www.gsw.edu/registrar/

MSN Academic Policies and Progression

The MSN program can be completed in two academic years, or four semesters of full-time study. All requirements, including transient credit course work, must be completed within five () calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned.

Candidates for the Master of Science in Nursing degree must meet the following standards.
- A 3.0 grade point average on a 4.0 scale is required in all courses attempted to satisfy degree requirements.
- To progress in the graduate nursing program, a grade of A or B must be earned in all courses. If a grade of C is earned, the course must be repeated. A student may petition to repeat a course one time. If a student makes a second C or a C in a repeated course, the student will be dismissed from the program.
- A grade of F will result in dismissal from the program.
- In any graduate degree program, all degree requirements must be completed within five (5)) calendar years from the date of initial enrollment in course work, without regard to the initial admission status and without regard to credit hours earned.
- A grade of I may be given in extenuating circumstances. If a grade of I is not removed before the end of the following semester, it automatically becomes an F. Students will not be allowed to progress in clinical courses until the grade of I is removed.
- A student that withdraws from the program may be readmitted to the program within one year of withdrawal. After one year, the student must reapply to the program. Acceptance is not guaranteed.

For information regarding hardship withdrawals, academic probation, and readmission policies please refer to the Graduate Bulletin on the GSW website.

Intellectual Property
All exams and assignments are considered the intellectual property of GSW. They may not be reproduced, photographed (including cell phone cameras), hand copied, or in any way transferred to any other person, program, or entity. Student is on his/her honor as professional health care providers to do his/her own work.

Academic Integrity Policy
The Online Master of Science in Nursing Program adheres to the GSW Policy on Academic Integrity. The GSW Policy is found in the Graduate Bulletin on the GSW Webiste.

The MSN Program Policy on Academic Integrity sets for the behaviors expected of students in the academic setting. The policy defines student expectations, academic integrity & academic dishonesty and delineates the procedure for handling violations of academic standards.

Responsibility of the Student
As partners in their own learning, students are responsible for making themselves aware of how the

principles of academic integrity apply in each academic setting they enter. While the faculty member is responsible for setting expectations, it is the student's responsibility to seek guidance from the faculty member, especially when unsure of how to apply the principles in a particular situation. When in doubt, seek guidance from the instructor.

Principles of Academic Integrity

Accurate Attribution of Ideas: While the free exchange of ideas does not demand that every idea a person expresses be her or his own original thought, it does demand that a person accurately represent the origin of the thoughts she or he expresses. The forms of attribution vary depending upon the formality of the setting in which ideas are exchanged. In conversation, attribution might be as simple referring to where you heard an idea while in a class presentation or a written assignment, a specific style of attribution or documentation will be required. The school of Nursing follows APA guidelines to accurately credit sources in academic writing

Academic Dishonesty

Violations of academic integrity will be subject to sanction by the MSN Academic Integrity Committee. The examples given below are intended to clarify the standards by which academic dishonesty may be judged.

Plagiarism

Plagiarism includes, but is not limited to, asking someone to write part or all of an assignment, copying someone else's work (published or unpublished), inadequately documenting research, downloading material from electronic sources without appropriate documentation, copying and pasting from sources or representing others' works or ideas as one's own. This includes giving or receiving work submitted by a student in a previous semester.

Self-Plagiarism (Multiple Submissions)

A student may not submit substantial portions of the same work for credit more than once without the explicit consent of the faculty to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the faculty member in advance to discuss necessary revisions. In cases where multiple submissions are approved, faculty members will require copies of the original documents for comparison.

Cheating on Examinations

Cheating on an exam includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class exam. Examples of unauthorized help include using unauthorized notes in either hard copy or electronic form, viewing another student's exam, taking pictures of exams with cell phones or other electronic devices, allowing another student to view one's exam, and discussing an exam or sharing information on an exam's content with other students after the exam has occurred in one section but not in another.

Unauthorized Collaboration

Unauthorized collaboration includes giving or receiving unauthorized help for work that is required to be the effort of a single student, such as the receiving or giving of unauthorized assistance in the preparation of a laboratory or writing assignment, online exams, etc. Unauthorized collaboration

includes giving your Go VIEW login credentials to anyone; these credentials are for your use only (see also GSW Computer and Network Acceptable Use Policy section Sharing of Access).

Falsification

Falsification includes but is not limited to the fabrication of citations or sources, of experimental or survey results, and of computer or other data. Falsification also includes falsifying or fabrication of clinical experiences or documentation.

Direct Quotes

No direct quotes can be used unless it would change the intent of the quote. **Example**: Dr. Martin Luther King stated "I have a dream" vs. Dr. Martin Luther King stated he had a dream.

Process for Resolving Academic Dishonesty Issues

Instances of academic dishonesty are a serious violation of academic standards and may result in suspension or expulsion from the MSN program. While faculty members have the primary responsibility for establishing the parameters of academic integrity in the academic situations they supervise, it is the responsibility of all members of the GSW academic community to report suspected instances of academic dishonesty. Therefore, any MSN student may file a complaint to the MSN Faculty, Director of the FNP program or Associate Dean.

Any member of the academic community who has evidence of academic dishonesty should report his or her suspicion and evidence to the faculty member of the student(s) believed to be in violation of the policy. The faculty member is then responsible for responding, and if she or he has adequate evidence, may file an Academic Dishonesty Violation Report with the Academic Integrity Committee.

Process for Resolving Academic Integrity Violations

If an instructor discovers a case of academic dishonesty, he or she will contact the student to discuss the violation. If the student does not contest that a violation has occurred, the faculty member's syllabus policies will establish how the violation will be handled in his or her course.

If the student does contest violation, the faculty member will contact the Chair of the Academic Integrity Committee and provide documentation related to the violation. The Chair of the Academic Integrity Committee will convene a meeting to review the documentation provided.

After review, the student charged with violation of academic integrity will be given the opportunity to meet with the committee, in person or virtually, to offer his or her input related to the violation.

The Academic Integrity Committee will discuss the incident to determine if a violation did occur. If the Academic Integrity Committee confirms that a violation has occurred, the faculty member's syllabus policies, GSW polices, and the MSN program policies will establish how the violation will be handled in the course.

If the student does not agree with the decision of the MSN Academic Integrity Committee, an appeal may be filed according to the GSW policy.

MSN Professional Conduct Guidelines

Introduction:

The nursing profession holds its members responsible, self-directed, and accountable, to uphold professional behaviors. The School of Nursing adheres to the professional and ethical behaviors set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, National Council of State Boards of Nursing, and the Rules and Regulations of the State Boards of Nursing. Professional behaviors are linked to positive outcomes and patient safety. ***MSN students must adhere to the expected professional behaviors and standards to be successful in this program.***

MSN students are engaged in a number of professional relationships and therefore have obligations to different individuals and groups. These include patients and their families, health care personnel, fellow students, community partners, nursing faculty and staff, and other university personnel.

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the student to faculty, peers, patients, and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional advanced practice student.

Professional Behaviors:
1. *Effective Communication:* The ability to exchange information between individuals with the use of verbal, non-verbal, and written strategies. Use of effective communication strategies enables students to facilitate professional and therapeutic communication with peers, faculty, patients/clients, families, groups, and other professionals. Nursing students are expected to interact with faculty and staff in a thoughtful and professional manner in all interactions involving faculty/staff, patients/clients and their families, other students, the public, and all members of the health care team. MSN students shall not condone or participate in incivility towards other professionals, students, or faculty/staff.

2. *Professional Care:* The MSN student has the responsibility to be prepared for the clinical environment and to deliver safe, quality nursing care. Failing to be prepared for clinical experiences, failing to assess and evaluate a patient/client/ status, and failing to act in the best interest of the patient. Nursing students shall provide care to patients/clients without discrimination based on race, creed, color, sex, age, nationality, sexual orientation, or disability. Students shall demonstrate respect of diverse beliefs held of patients/clients, faculty, staff, and health care professionals.

3. *Confidentiality:* Access to and sharing of information that identifies a specific client, their condition, and other information must be guarded with the best interests of the client in mind. MSN students shall be educated about and adhere to HIPAA policies and institutional policies and procedures, including the National Council of State Boards of Nursing guidelines for use of social media. students may not post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the

educational, clinical, or research activities of the school via social networking sites (e.g., Facebook, Twitter, YouTube, etc.), non-educational blogs, message boards, Internet websites, personal e-mail, or anything other than standard professional means of query and/or dissemination.

4. *Representation:* MSN students shall accurately represent themselves as being an advanced practice student to others including, but not limited to peers, faculty and staff members, representatives of the University, patient/client, nurses, and all members of the health care team. Proper representation is essential for all student work regardless of how it is communicated (written or oral).

5. *Assessment of personal competence:* MSN students shall seek consultation and supervision whenever their ability to carry out patient/client care is inadequate because of lack of knowledge or experience. Failing to obtain instruction or supervision when implementing nursing care for which one lacks the educational preparation, ability, knowledge, or experiences is unethical.

6. *Personal responsibility:* MSN students must assume personal responsibility
for their own actions and set a high standard of self-expectation. The student is responsible for using sound judgment in not going to clinical if doing so would put others at exposure risk. This is particularly important when working with individuals in certain high-risk categories (compromised immune systems, newborns, elderly, pregnant women). If the student has reason to believe they have been exposed to a contagious illness, have active symptoms, or diagnosed with an infectious disease, they must notify their clinical faculty member to determine the best action which may be staying home and arranging make-up of the clinical experience.

7. *Professional demeanor:* MSN students are representatives of GSW's School of Nursing and must realize that behavior positively or negatively affects the judgment of others about the School of Nursing and University. When acting as GSW advanced practice students, professional behavior is required both on and off campus and in "virtual sites" (i.e. online activities).

Professional Misconduct

Violation of professional conduct expectations is subject to sanctions up to and including program dismissal. MSN students as future advanced practice nurses are expected to conduct themselves in a professional manner and uphold high standards of honesty and ethical behavior in study and clinical practice. Unethical or unprofessional behavior in the clinical setting demonstrates the lack of integrity needed for advanced practice nursing.

When a faculty member determines a student's behavior reflects unsafe or unethical nursing practice, lack of adherence to established policies and procedures, and/or unprofessional conduct, the MSN faculty reserves the right to immediately assign a course grade of "F" and the student will be administratively withdrawn from the course at that point.

Such behaviors may include, but are not limited to:

• Committing fraud or deceit while enrolled in the MSN program, including falsifying, plagiarizing, or in a negligent manner making incorrect entries on records or any other written work, including falsification of Typhoon entries.

• Committing a HIPAA violation including engaging in activities that breach client confidentiality, such as unauthorized access to clients' charts, photocopying documents from the clients' chart, verbally

communicating with unauthorized individuals, and communicating to others about client information in public places or posting on social media.

• Participating in disorderly conduct or breach of the peace, such as obstruction or disruption of teaching, physical or verbal abuse, or detention of any person while engaged in any MSN activity. This includes unprofessional and/or inappropriate communication with faculty, staff, clients, or peers.

• Negligently or willfully implementing nursing care in a manner that fails to meet generally accepted standards for the students' level of preparation, such as recommendation for or administration of inappropriate or dangerous medication or performance of procedures without supervision or outside the scope of practice.

• Negligently or willfully violating any rule, regulation, or policy of the MSN program such as testing policies, clinical policies or academic integrity policies.

• Exhibiting a physical, mental, or emotional behavior which renders the student unable to provide nursing care with appropriate skill and safety in accordance with course objectives and clinical facility policies and procedures.

• Any behavior leading to dismissal from a clinical site or experience will result in automatic dismissal from the MSN program.

Sanctions for Professional Conduct Violations

Any professional misconduct violation will result in one of the following sanctions:

- Reprimand – official warning in writing that continuation or repetition of conduct will result in further discipline
- Suspension – exclusion from enrollment in classes for a minimum of 1 year.
- Expulsion – permanent dismissal from the MSN program
- All second offenses will result in expulsion.
- Dismissal from a clinical site will result in automatic dismissal from the MSN program.

All disciplinary actions will be included in the student's permanent academic record.

Process for Resolving Professional Conduct Violations

If an instructor discovers a case of professional misconduct, he or she will contact the student to discuss the violation. Penalties may include an administrative withdrawal, failure of the course, and in some cases, expulsion from the program.

After meeting with the instructor, the student may accept the penalty or request a review by the Faculty - Student Conduct Board. If a review is requested, the instructor will contact the Chair of the Faculty - Student Conduct Board to schedule a meeting. The instructor and student will provide any related documentation to the Chair of the Faculty - Student Conduct Board. The Chair of the Faculty - Student

Conduct Board will convene a meeting to review the documentation provided.

The student charged with violation of professional misconduct will be given the opportunity to meet with the board, in person or virtually, to offer his or her input related to the violation. The Faculty - Student Conduct Board will discuss the incident to determine if a violation did occur. The student will be notified of the decision of the Faculty - Student Conduct Board within 24 hours.

If the student does not agree with the decision of the MSN Faculty - Student Conduct Board, an appeal may be filed according to the MSN Chain of Command and GSW policy as follows: Associate Dean, Dean, and then the Director of Student Rights and Responsibilities.

Clinical Requirements for Health Assessment /Practicum

NURS 6421, Advanced Health Assessment requires 45 hours of virtual clinical assignments. Students are required to purchase a clinical simulation program along with all other course materials required in NURS 6421. The required simulation program will be noted on the MSN booklist document.

Prior to enrolling NURS 6910, Practicum I, students are required to purchase a package from a School of Nursing authorized vendor containing an annual background check, annual drug/alcohol test, and immunization tracker consisting of specific requirements necessary for clinical site placement. Students will also purchase a clinical documentation program to track clinical hours with preceptor.

Clinical Approval - Every clinical site and preceptor must have a current, signed agreement in place with Georgia Southwestern State University BEFORE the student begins any clinical experience. If the student has not received approval from Georgia Southwestern State University for a site and/or preceptor, the student may not begin the clinical rotation. The approval process for preceptors and clinical sites is described in detail in this manual.

Contact Persons for questions regarding clinical requirements are Miss Tiffany Aldridge. Email: tiffany.aldridge@gsw.edu (general questions);
 Dr. Michelle Dykes, Email: michelle.dykes@gsw.edu, and Dr. Laura Gosa laura.gosa@gsw.edu ; (Informatics specific questions) and Dr. Paula Bryant, Email: paula.bryant@gsw.edu (Educator/Leadership specific questions).

Criminal Background Check & Drug Screen - Clinical facilities require that every student pass a criminal background and urine drug screen prior to being allowed to enter the facility for clinical experiences. This background check must be performed by a vendor designated and approved by all involved healthcare facilities. Because all GSW nursing students rotate through all major clinical facilities in order to gain required learning experiences, a student not accepted by one of the major facilities based on the review of their criminal background or urine drug screen will be unable to complete clinical requirements and will thus be excluded from the nursing program.

A **drug screen** and **background check** are required for all students *prior to* beginning any clinical rotation in the program and action will be taken for non-negative findings. A repeat drug screen or background check may be required depending upon facility requirements or just cause. The Substance Abuse Policy and Procedure, as defined in the Georgia Southwestern State University MSN student handbook, will be followed for all drug testing. **Disclosure of legal convictions and arrests is required.**

Due to the nature of the clinical experiences in the nursing program, students may be required to submit to drug testing if there is reason to believe, from a reliable source, that the student is under the influence of a substance that has impaired judgment and/or ability to care for patients. Any substance, whether prescribed or not, that impairs the student's ability to fully function in the care of vulnerable populations should not be used prior to or during clinical experiences.

Each requirement must be valid from the first day of the semester and remain current through the last day of the semester. Failure to complete this requirement may result in a delay in clinical placement approval or slower progression through program.

Students who do not complete requirements by the deadline established by the Clinical Support Specialist will be removed from all clinical courses in which they are registered for the semester. The student will not be permitted to enroll in any clinical course the following semester. This will negatively impact students' progress in the program. Students who become non-compliant with any clinical requirement during the course of a term will not be able to attend clinical and thus will be required to withdraw immediately from all clinical courses. If this occurs prior to the last day to withdraw without academic penalty the student may withdraw from the course without academic penalty. If this occurs after the last day to withdraw without academic penalty it will result in a clinical unsatisfactory and failure of the course.

Unencumbered RN License - The student must maintain an active unencumbered RN license in all states in which clinical rotations will be performed. A faculty member must be notified immediately if the RN licensure status changes in any way.

Maintenance of **Basic Life Support (BLS) Certification** is required throughout the program. Advanced life support is also highly recommended. A copy of the BLS/ALS certification card and all RN licensures must be provided.

HIPAA/OSHA - Student compliance with HIPAA (health insurance portability and accountability act) and OSHA (Occupational Safety and Health Administration) guidelines is required.

Personal Liability Insurance for clinical practice is required for all graduate students.

Physical Exam- documented by MD, NP, or PA. All nursing students enrolled in clinical courses are required to have annual proof of good health on file. Results of a TB skin test must be

documented. **<u>Physical exam must be valid from the first day of the semester of registration through the last day of the semester.</u>**

Serum Titers

It is the student's responsibility to **<u>provide original documentation</u>** that he/she has met all health and immunization requirements prior to registration for the first clinical course.

All students registering for their first clinical course must have present in their School of Nursing files satisfactory of:

1. vaccination for Hepatitis B within the preceding 5 years **OR** a conformed prior illness with Hepatitis B **OR** receipt of at least the first does of the vaccine for Hepatitis B; proof that all three doses of the vaccine have been given must be submitted within 6 months of the first dose.

   AND
2. documentation of titer for Hepatitis B antibody level.
3. documentation of titers for measles, mumps, rubella, and varicella zoster.

Immunizations:

The School of Nursing recommends that all immunization be kept-up-to-date for safety of each student, including the tetanus vaccination.

NOTE: PRECLINICAL REQUIREMENTS MAY BE ADDED AT ANY TIME DUE TO NEW HEALTH FACILITY REQUIREMENTS.
IT IS STRONGLY RECOMMENDED THAT THE STUDENT KEEP A COPY OF ALL DOCUMENTATION SUBMITTED.

Guidelines for MSN Practicum Clinical Site and Preceptor Selection
The Practicum course in the Master of Science in Nursing Education, Leadership, and Informatics Program includes clinical hours with a qualified preceptor in an approved clinical setting. In general, preceptors are expected to be prepared at a graduate level and hold an MSN degree.

Procedure for Securing a Clinical Site and Preceptor

1. Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting potential preceptors.
2. Nurses who serve as preceptors must be licensed as a nurse by the state in which they practice.
3. The Student must submit a completed *Preceptor Information Form*. This form should be submitted by **midterm** of the semester preceding the anticipated clinical experience. If the form is incomplete on submission it may delay or prolong the processing of the preceptorship agreement.
4. The preceptor and clinical setting must be approved by the course faculty prior to any written agency agreements being finalized for a course.
5. The preceptor and agency agreement must be signed and returned to the School of

Nursing prior to the student's beginning a clinical experience.

6. The student has the responsibility to confirm receipt of these documents by the School of Nursing prior to beginning clinical.
7. Clinical experiences are not allowed during semester breaks.
8. Students may not participate in clinical at their place of employment. The student must work with the MSN Faculty to identify and appropriate placement.

In the event of an accident or injury during a clinical experience, the student should seek appropriate care. Follow agency procedure and notify the clinical faculty.

Clinical Site Selection:

The table below depicts clinical site selection options:

SPECIALTY	POTENTIAL SITES	PRECEPTORS	REQUIRED HOURS	DIRECT CARE HOURS
EDUCATOR	University, Community College, Technical College, Hospitals	MSN Prepared Currently in an Educator Role	495 in Educator Role Over two semesters	60 of 495 must be Direct Care Hours Over two semesters
INFORMATICS	Hospital Setting	MSN Prepared Currently in an Informaticist Role	495 in an Informatics Role Over two semesters	N/A
LEADERSHIP	Hospital or Possible Community Setting.	MSN Prepared Currently in a Leadership Role	495 in a Leadership Role Over two semesters	N/A

Completion of Hours:

All clinical hours are to be completed during the semester in which students are enrolled. No clinical hours may be completed after the last day of the semester.

<div align="center">

Practicum Packet Submission Deadlines

Fall Practicum – August 1
Spring Practicum – January 1

</div>

Student Responsibilities for Preceptor/Clinical Site:

1. Students must identify and contact qualified preceptors in approved clinical settings.

2. The student must submit the "Preceptor Information Form" to faculty for approval. A written preceptor and agency agreement is sent to the clinical setting after faculty approval.

3. Each student is responsible for arranging with the preceptor a schedule to indicate the exact times and dates of the required number of clinical hours to complete the preceptorship.

4. Students are required to inform the preceptor and faculty member of any changes in the schedule or any absence. Preceptors should be contacted at least a day before the absence when possible.

5. Students are required to review with the preceptor the objectives of the preceptorship.

6. Collaborates appropriately with other health care professionals.

7. Students must complete all clinical hours with their preceptor or an approved, qualified person assigned by the preceptor.

8. Any problems that arise during preceptorship must be reported to the preceptor and the faculty member immediately.

9. Meets with preceptor to discuss objectives and give overview of past experiences.

10. The student seeks ongoing feedback from preceptor.

11. The student should adhere to all policies and procedures specific to the practice settings during the clinical experience at the institution.

12. Students must report every accident or injury immediately after its occurrence to the preceptor and the faculty member.

13. Demonstrates professionalism in behavior and dress at all times.

14. No clinical hours can be done by the student during semester breaks.

15. Students will evaluate preceptors upon completion of each practicum experience.

Preceptor Responsibilities for Preceptorship

1. Qualified persons may accept the request of a student to be a preceptor.

2. Preceptors should orient the student to organizational policies and procedures specific to the setting.

3. Preceptors are to report to the faculty member if the student does not complete the clinical hours or does not notify the preceptor of an absence.

4. Preceptors must approve all schedule revisions.

5. Preceptors should review course objectives with the student and contact the program faculty member if any questions arise.

6. Preceptors report to nursing faculty any problems encountered with the student during the experience as soon as they occur.

7. Evaluates the performance of the student using the provided practicum evaluation tool.

8. Preceptors must approve any clinical activity by the student in the clinical setting.

9. Preceptors may assign students to work with other qualified personnel during the clinical experience when necessary or appropriate.

10. Preceptors are urged to contact faculty at any time during the clinical experience with questions, concerns, or problems.

11. Preceptors will be required to evaluate students in verbal and written format.

12. The preceptor will notify the student and designated faculty member immediately prior to termination of the agreed upon contract.

Faculty Responsibilities for Preceptorship

1. Faculty can assist students by suggesting potential preceptors.

2. Faculty must approve selection of preceptors by students and submit the information for processing by the School of Nursing.

3. Faculty must maintain current student records of the following:
   RN licensure, liability insurance, BCLS certification, Drug Screen, Immunization status, Physical examination, TB screening, disclosure of legal convictions or arrest.

4. Faculty is available to preceptors as needed.

APPENDICES

SEMESTER CONTRACT AGREEMENT WITH PRECEPTOR CLINICAL SITE AND GSW FORM

PRECEPTOR AGREEMENT FORM

PRECEPTOR QUALIFICATION RECORD

MSN LEARNING AGREEMENT: **Information and Directions**

MSN LEARNING AGREEMENT: **I. Student Learning Outcomes Table**

MSN LEARNING AGREEMENT: **II. Signature Section (week 1) and III. Verification at Conclusion of Practicum (week 15)**

MSN STUDENT ACTIVITIES LOG: **Instructions and Due Dates**
MSN STUDENT ACTIVITIES LOG TABLES: Weeks 1-15

A copy of this handbook and all Clinical Evaluation Forms are found at:

https://www.gsw.edu/college-of-nursing-and-health-sciences/school-of-nursing/msn

Semester Contract Agreement

This form will serve as a *Semester Contract Agreement* between:

_____and
Student Name

_____
Clinical site name

_____
City   state   zip

and the School of Nursing at the Georgia Southwestern State University, Americus, Georgia, when appropriate signatures have been affixed below by Dr. Sandra Daniel, Dean of the College of Nursing and Health Sciences, and the authorized agency representative for the clinical site.

The agreement will grant permission to_____,

as a student enrolled in the MSN program at GSW to obtain part of his/her clinical nursing experience through your institution.

The student will work with_____**as preceptor.**
Preceptor Name and Title

The term of the agreement will be:

_____**Spring semester:**   **January 1,**_____**through April 30,**_____

_____**Fall semester:**   **August 1,**_____**through December 15,**_____

If the terms of this agreement are acceptable to you and your agency, please sign below and keep a copy for your records.

_____

Name of Agency/Institution   **Date**

_____

    Signature, Agency Representative   **Print Name**

Teresa Teasley, DNP, RN

Interim Dean and Professor, College of Nursing and Health Sciences

Please return this form to Paula Bryant at paula.bryant@gsw.edu

PRECEPTOR AGREEMENT

I, _____ agree to serve as a clinical preceptor for Georgia Southwestern State University (GSW) Master of Science in nursing students. By agreeing to serve as a clinical preceptor, I accept the responsibility of providing instruction and guidance for the assigned students(s). I will aid in the provision of clinical learning opportunities necessary for the student to meet clinical laboratory objectives. I will also assist the student in applying classroom theory to the clinical situation.

I understand there is no monetary compensation for serving as a preceptor for GSW Master of Science Nursing Students. I also understand that I may engage a substitute preceptor, from among the approved preceptors, if I am absent from the clinical area.

_____   _____

Preceptor Name (print)   Date

_____   _____

Preceptor Signature   Student Name (print)

_____   _____

Nursing Unit Administrator Signature
                                                                     Course Title

_____There are no changes to my Preceptor Qualification Record. It has been updated within the past year and is on file at GSW.

_____   _____

Signature   Date

| Course Number_____ |
| Instructor_____ |

Please return this form to Paula Bryant at paula.bryant@gsw.edu

PRECEPTOR QUALIFICATION RECORD

Name_____**GA License#**_____

        Last   **First**   **Middle**

Home Address

_____

         Street   City   State   Zip Code

Employed by

        Agency/Institution   City   State   Zip Code

Preceptor's Telephone Number: (Home or cell)_____(Work)_____

Email_____

List professional education/national certification in chronological order:

Name of Institution	Location	Diploma, Degree, National Certification	Year Granted	Major Field

<u>**Current Employment:**</u>

Health care setting in which you are employed: _____

Job Title:_____Have you been employed as an RN at least one year in the above setting?_____

Name of affiliating nursing education program <u>Georgia Southwestern State University – Masters Program</u>

Please describe how the student's learning goals will be/are enabled by your education and/or expertise:

Preceptor Signature:_____ **Date** _____

Please return this form to Paula Bryant at paula.bryant@gsw.edu

GSW School of Nursing
MSN LEARNING AGREEMENT

Student Information:

Student Name _____ Student ID# _____

Email _____ Phone _____

Preceptor Information:

Preceptor _____ Preceptor's Credentials _____

Email _____ Phone _____

Work Address

_____

_____

Directions:

For Week 1, complete the Learning Agreement with program outcomes and self-identified goals and initial plans to meet those self-identified goals. Review these goals and plans with your preceptor. The agreement should be revised each week to reflect completed goals, additional goals and changes to the plan dictated by the actual experience or revisions suggested by faculty and/or preceptor. At the end of the practicum experience, evaluate success with your preceptor and obtain the preceptor's signature at the bottom of the agreement. Save this form as a Microsoft Word document and enter the required information directly into it; submit the completed *Learning Agreement in Week 15.* **Learning Agreement Consists of 4 Sections:**

1. Cover sheet with student and preceptor information.
2. Student Learning Outcomes Table
3. Signatures approving plan (Week 1)
4. Signatures and preceptor verification (Week 15)

Due Dates: Initial *Learning Agreement* by 11:59 PM Sunday at end of Week 1.

Completed *Learning Agreement* by 11:59 PM at end of Week 15.

Minimum of 135 hours practicum experience required.

MSN LEARNING AGREEMENT

Student Learning Outcomes

Program Outcomes	Student-Identified Practicum Goals to Meet Course Outcomes	Plan to Meet Student-Identified Practicum Goals & Program Outcomes
1. Implement the selected advanced nurse role- leader, educator, informaticist, within health care.		
2. Develop and nurture interprofessional collaborations by communicating and consulting with other health care professionals, including administrators, community leaders and regulators.		
3. Evaluate the influence of ethical principles on personal and organizational decision-making.		
4. Utilize nursing research for the promotion of quality nursing education, safe client centered healthcare, and evidence-based practice.		
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.		
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and healthcare environments.		
7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost- effective client centered healthcare and the advancement of nursing practice.		
8. Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.		

MSN LEARNING AGREEMENT

II. Signature Section (Week 1)

Submitted by (Student)_____ Date _____

Preceptor Signature_____ Date _____

Accepted by (Faculty)_____ Date _____

III. Verification at Conclusion of Practicum (Week 15)
At conclusion of practicum experience, verify achievement of student-identified goals. Please explain if goals were not met.

Submitted by (Student)_____ Date _____

Preceptor Signature_____ Date _____

GSW School of Nursing
Practicum Student Activity Log

Student Name_____**Term**:_____**Student ID#** _____

Preceptor_____**Faculty** _____

Instructions:

Complete information for each week, adding new rows as needed for additional activities.

Required Hours:

Practicum consists of 135 hours. For the Nurse Educator track, at least 30 hours pf practicum must evidence a clinical focus with a specific patient population.

Up to 25% (35 hours) of student activities in the practicum course may consist of:

- Meeting with preceptor and/or site orientation
- Completing research associated with the practicum experience.
- Completing research requested by preceptor or agency that supports practicum goals.
- Attending a conference or educational offering on a topic related to nursing leadership, nursing education, or nursing informatics.
- Participation in professional meetings, advisory councils, or other professional events related to nursing leadership, nursing education, or nursing informatics.

All hours must be documented on the *MSN Activity Log* and signed off by the preceptor. Travel time to and from the practicum site cannot be included in the 135 hours.

Due Dates:

       Submitted each week (Weeks 1-15) by 11:59 Sunday.

       Signed *Students Activities Log* due by 11:59 PM on announced deadline.

The student and preceptor must sign to verify completion of hours before final submission.

Weekly Activities

Date	Description of Practicum Activity	Time
Week 1		
Total Hours for Week 1:		
Week 2		
Total Hours for Week 2:		
Week 3		
Total Hours for Week 3:		
Week 4		
Total Hours for Week 4:		
Week 5		
Total Hours for Week 5:		

Date	Description of Practicum Activity	Time
Week 6		
Total Hours for Week 6:		
Week 7		
Total Hours for Week 7:		
Week 8		
Total Hours for Week 8:		
Week 9		
Total Hours for Week 9:		
Week 10		
Total Hours for Week 10:		

Date	Description of Practicum Activity	Time
Week 11		
Total Hours for Week 11:		
Week 12		
Total Hours for Week 12:		
Week 13		
Total Hours for Week 13:		
Week 14		
Total Hours for Week 14:		
Week 15		
Total Hours for Week 15:		