

# GRADUATE NURSING STUDENT HANDBOOK

Clayton State University  
College of Health  
School of Nursing  
2000 Clayton State Boulevard  
Morrow, GA 30260

2023 - 2024

## Welcome, New Graduate Nursing Student!

The School of Nursing graduate faculty and staff wish to welcome you to the Master of Science in Nursing (MSN) Program or Post Graduate Master's Certificate at Clayton State University (CSU) College of Health (COH) School of Nursing (SON)! We strive to ensure that your educational experience here will be enjoyable, as well as academically challenged, supported, and nurtured. We are committed to promoting excellence in this program and seek to provide our graduates with the knowledge, skills, and competencies necessary to effectively be prepared for roles within the nursing workplace, academia, and leadership ultimately meeting the needs of individuals, families, communities, and society at large.

This handbook is designed to guide your progression through the graduate 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 processes of the SON. They are consistent with, and expand upon, those of the College of Health and CSU. University and College policies, as well as a list of student rights and responsibilities, are outlined in this Student Handbook. Specific course policies and standards will be included in each course syllabus. Students are required to submit the *Student Handbook Acknowledgement Form* as part of the entrance process.

The graduate nursing student handbook is published at the beginning of each academic year. When policies are changed during the year, students will be notified via email. If you have questions or concerns regarding matters not addressed by the contents of this handbook, please contact:

**Clayton State University  
College of Health  
School of Nursing  
Director of Graduate Programs  
2000 Clayton State Boulevard HDC Rm316  
Morrow, GA 30260  
678-466-4900**

The contact information for the Director of Graduate Programs as well as SON graduate faculty and staff may be found on the SON website at <https://www.clayton.edu/health/nursing/faculty-and-research>.

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## Program Information

The Family Nurse Practitioner (FNP) program is designed to prepare professional registered nurses for the Advanced Practice Registered Nurse (APRN) role as a culturally competent primary care provider of individuals, families, and communities. Didactic and clinical experiences emphasize the care of individuals across the lifespan and their families. Post Bachelor of Science in Nursing (BSN) students enrolled in the MSN FNP and Post Master's Certificate will be required to take 47 credit hours with 585 hours of clinical experiences. Students possessing a Master of Science in Nursing (MSN) may receive credit for up to 9 credit hours for any of the following courses: NURS 5503 Credit may be awarded for Advanced Pathophysiology Across the Lifespan, NURS 6620 Advanced Health Assessment, NURS 6640 Advanced Pharmacology, and NURS 6671 Advanced Practice Nursing Roles in Society. The completion of a total of 585 clinical hours is required.

The program is committed to championing the education of a diverse workforce that reflects the population of Georgia. Combining rigorous coursework with hands on clinical experience, students learn to collaboratively manage acute and chronic conditions as well as provide excellent community-based primary care to diverse, underserved, and vulnerable populations.

The curriculum has been developed to meet current national standards. Graduates of the MSN FNP program and Post Master's Certificate program are eligible to sit for the national certification examination offered by the American Nurses Credentialing Center (ANCC) and the American Academy of Nurse Practitioners (AANP).

### Mission

Consistent with the mission statement of CSU, the SON is committed to providing comprehensive graduate nursing education to students from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The following essential considerations inform and guide the programs offered by the SON inclusive of:

- increasingly complex global context of contemporary life;
- promoting community-based, active, experiential learning;
- continuous education for teaching, scholarship, and growth;
- promoting health and human development of the global community in transition;
- providing high quality educational services and innovative teaching strategies for the development of competent, caring, and advanced practice nurses;
- developing programs which incorporate innovative health care and educational technologies;
- maintaining standards of professional nursing practice that recognize and value the social, economic, ethnic and cultural diversity of individuals as central to the promotion of health and human development;
- promoting collaborative, interdisciplinary practice models.

It is the faculty's mission to use resources which will promote lifelong learning and enhance the acquisition of skills that utilize modern technology. Mastery of clinical reasoning skills, comprehensive care, evidence and theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, experiential learning, and advanced simulation-based technologies. The curriculum facilitates the transition of students into the advanced practice nursing role in a multifaceted and multicultural health care environment.

### Philosophy

**We believe that nursing** is a dynamic, challenging profession that requires a synthesis of critical reasoning, skills, and theory and evidence-based practice to provide care for individuals, families, and communities experiencing a variety of developmental and health-illness transitions. Caring, which is at the heart of the nursing profession, involves the development of a committed, nurturing relationship, characterized by attentiveness to others and respect for their dignity, values, and culture. We believe in understanding differences and fostering a culture of ethical treatment of individuals and social inclusiveness in the greater community. We believe that nursing practice must reflect an understanding of and respect for each individual and for human diversity.

Transitions involve a process of movement and change in fundamental life patterns, which are manifested in all individuals. Transitions cause changes in identities, roles, relationships, abilities, and patterns of behavior. Outcomes of transitional experiences are influenced by environmental factors interacting with the individual's perceptions, resources, and state of well-being. Negotiating successful transitions depends on the development of an effective relationship between the nurse and individual. This relationship is a highly reciprocal process that affects both the client and nurse.

Developmental transitions represent maturational processes that progress from birth to death. Health-illness transitions are the biopsychosocial and spiritual changes that influence an individual's interaction with and ability to adapt to the environment. Nursing therapeutics are actions designed to facilitate healthy adaptation and to prevent unhealthy outcomes for clients experiencing these transitions. Advanced nursing practice is based on critical reasoning, mastery of knowledge and skill, integration of theories and evidence-based research, and a commitment to lifelong learning. Ongoing professional development is necessary to maintain excellent nursing care, promote the nurse's growth, and continue the advancement of the nursing profession.

Nursing practice takes place within the context of an ever-changing environment, including organizations and communities undergoing transitions. Interdisciplinary collaboration is necessary to develop and implement comprehensive plans of care to improve outcomes among individuals, families, and communities. Nursing requires effective communication skills for interacting with diverse populations and with their colleagues in nursing and other disciplines. Nurses must continually expand their expertise in the use of technology to manage and process information to support their practice.

**We believe graduate nursing education** prepares a professional nurse for advanced nursing practice roles and doctoral study. Advanced practice nurses embrace the roles of expert clinician, educator, administrator, counselor, consultant, patient care manager and researcher (AANP, 2021). There is a focus on health promotion, disease prevention, health education and counseling, to guide patients in making more informed health and lifestyle choices, which in turn can lower patients' healthcare related costs.



Learning at the graduate level is facilitated by an open collegial relationship between faculty and students that results in the development of a competent advanced practice nurse. The culmination of graduate nursing education is the synthesis and evaluation of advanced skills, specialized knowledge, and clinical competencies to practice in primary care with a focus on provision of care as outlined by the NONPF Core competencies and NONPF Family Population Foci competencies. Graduate nursing education also fosters ongoing professional development in order to promote evidence-based nursing research, ethical decision-making reflecting an appreciation of human diversity in health and illness among individuals, families, and communities experiencing life transitions (Schumacher and Meleis, 1994).

### Program Approval/Accreditation

The MSN program is approved by the Georgia Board of Nursing and accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750 Washington, DC 20001, Washington, DC 20001, 202-887-6791.

### Program Outcomes

The MSN degree ensures students achieve program outcomes and offers graduates opportunities to:

1. Progress within the advanced practice role as leaders and educators in the nursing profession and the health care system utilizing human caring as the foundation for nursing practice.
2. Develop and nurture collaborative and interdependent relationships by communicating with other health care professionals.
3. Analyze personal and organizational decision making utilizing an understanding of how ethics and values influence health care delivery.
4. Utilize nursing research for the promotion of high-quality nursing education, health care, and evidence-based practice.
5. Demonstrate critical reasoning in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Demonstrate cultural competence that reflects sensitivity to human diversity in a dynamic academic and health care environment.
7. Develop comprehensive, holistic plans of care that address health promotion and disease prevention needs of diverse populations.
8. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective health care, and the advancement of nursing practice.
9. Utilize information technology to integrate innovations in patient care, education, and leadership within organizational systems and across all health-illness transitions.
10. Integrate knowledge from health assessment, pharmacology, and pathophysiology into the role of the advanced practice nurse.

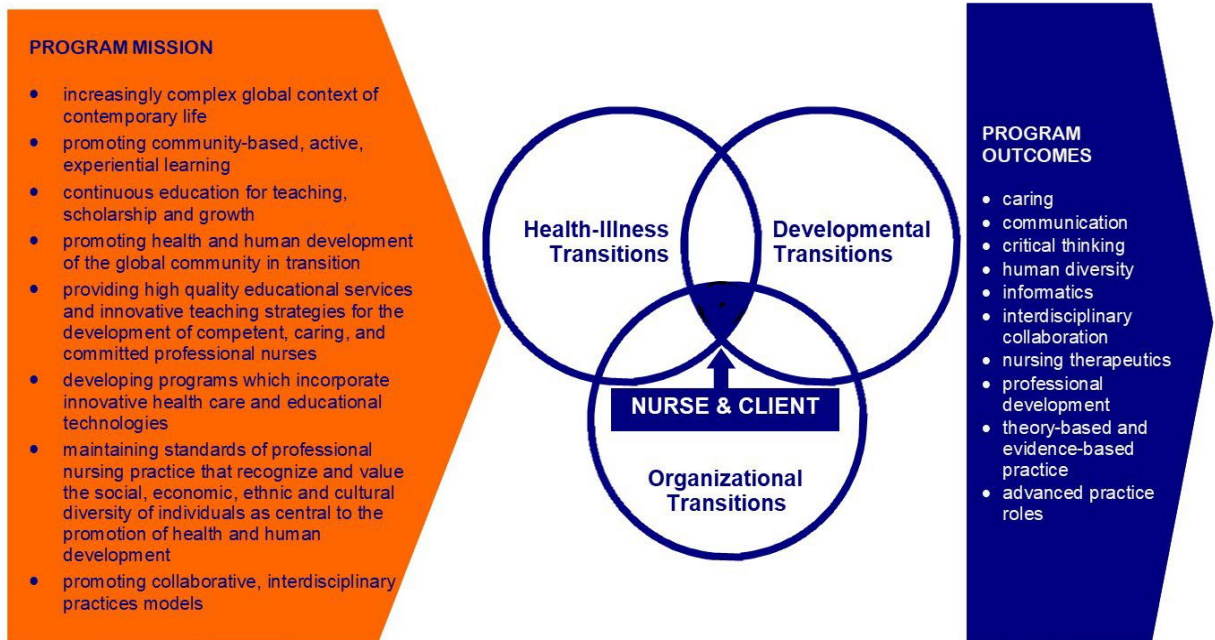
Key Concepts Identified in Outcomes same as above.

1. Caring
2. Communication
3. Critical Thinking
4. Human Diversity
5. Informatics
6. Interdisciplinary Collaboration
7. Nursing Therapeutics
8. Professional Development
9. Theory-Based and Evidence-Based Practice
10. Advanced Practice Roles

### Conceptual Curriculum Model



## SCHOOL OF NURSING Conceptual Curriculum Model



Adapted from: Schumacher, K.L. and Meleis, A.I. (1994). "Transitions: A central concept in nursing." IMAGE: Journal of Nursing Scholarship, 26 (2), 119-127.

## MSN Faculty Contact Information

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## Program of Study

### MSN Program Description

The MSN program follows an online progression via a full-time or part-time basis. There is a minimum campus attendance requirement in two MSN courses. Educational experiences are provided to enable the advanced practice nurse to actualize their full scope of practice in a rapidly changing society and health care delivery system. The FNP track prepares BSN level professional registered nurses for Advanced Practice Registered Nurse (APRN) roles as culturally-competent primary care providers of individuals, families, and communities. The post-masters certificate option is available to graduates of other NP track degrees programs.

### MSN Course Descriptions and Pre-requisites

MSN students must adhere to the defined program progression plan chosen (part time or full time) and prerequisite/corequisite course designations as required when selecting courses to register for each semester. Students are required to meet with their assigned advisor prior to registering for courses each semester. Course descriptions and prerequisites are provided below.

**NURS-5503:** Advanced Pathophysiology Across the Lifespan: This course focuses on developing an advanced knowledge base of human physiology and pathophysiology providing a background for professional practice and the translation and integration of evidence to provide quality and safe care of individual and community populations. It will prepare advanced practice nurses to understand the mechanisms underlying disease processes, clinical manifestations, and rational therapies. Appropriate screening and diagnostic testing methods will also be included. Emphasis will be placed on important pathophysiological concepts needed to support the goals of Healthy People 2030 to improve individual's quality of life and reduce health disparities.

**NURS-5504:** Health Care Policy: The political process related to health care policy and nurses' role in affecting policy decisions will be a major focus of this course. Access, cost and quality of health care will be examined along with major issues related to concepts of health policy, nursing advocacy and the policy process. Legislative and regulatory issues, health care financing, managed care and coverage of the uninsured will be emphasized. Students will apply their knowledge of these topics to in-depth analysis of an issue related to their practice specialty.

**NURS-5505:** Theory & Research for Graduate Nursing: This course builds upon undergraduate foundations in research and theory to focus on the interrelationships between nursing theory, research and advanced nursing practice. Graduate nursing students will explore knowledge development through theory and research and the application of that knowledge through evidence-based nursing practice.

**NURS-5999:** Studies in Nursing-Directed: A graduate directed-reading course exploring selected advanced practice topics in Nursing, approved by faculty. A variety of perspectives will be examined.

**NURS-6612:** Diagnostic & Clinical Reasoning: This course focuses on diagnostic reasoning as a framework to synthesize knowledge for comprehensive assessment of primary care patients throughout the life span. Advanced health assessment techniques are emphasized and refined. Diverse types of approaches are used in expanding proficiency in conducting histories and physical examinations in laboratory and clinical settings including communication techniques unique to the specialty population. Systematic and organized health assessments that are sensitive to cultural and developmental needs are explored.

**Prerequisite or Corequisite:** NURS-6620

**NURS-6620:** Advanced Health Assessment for FNPs: This course in health assessment expands the nurse's knowledge of cognitive processes and psychomotor skills needed for comprehensive assessment of individuals across the lifespan. Students are expected to perform a physical, mental, developmental, and nutritional assessment, obtaining a comprehensive health history, perform selected diagnostic procedures, and document findings. Interviewing skills that enable the advanced practice nurse to relate to various individuals across the life span will be refined. Use of diagnostic and motivational interviewing skills with individuals from diverse cultures will be emphasized. This course consists of didactic and clinical lab experiences. Students will obtain a comprehensive physical and mental health/substance use history and will perform a physical and mental status examination on an adult and pediatric client. Students will have documentation assignments on systems covered in lecture. All students will perform physical and mental health assessments in laboratory and clinical settings. **Campus attendance (usually 3-4 days) during the semester is required for NURS-6620.** Attendance is required to determine your competency in clinical assessment procedures in order to progress to the subsequent clinical courses. See course syllabus for details.

**NURS-6630:** Health Promotion of Adults and Families: This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, health maintenance, disease prevention, and the management of common acute and chronic health problems of adults in primary health care settings. Emphasis is on the family as the basic unit of nursing care. Discussion will include non-pharmacologic and pharmacologic management of common health problems. Criteria for consultation and indications for referral along with exploration of available community resources will also be considered. **Prerequisites:** NURS-5503, NURS-6612 and NURS-6620. **Prerequisite or Corequisite:** NURS-6640.

**NURS-6640:** Advanced Pharmacology for FNPs: Course focuses on examination of the major categories of pharmacological agents and application of pharmacological concepts in the clinical practice setting. Emphasis is placed on understanding the physiological action of the drugs, expected patient responses and major effects. This course is prerequisite for clinical courses that integrate the knowledge of pharmacotherapeutics into effective nursing practice.

**NURS-6650:** Health Promotion of Children and Families: This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, maintenance, and management of common acute and chronic health problems of infants, children, and adolescents in primary health care settings. Emphasis is on the description of the condition or disease, etiology and incidence, clinical findings, differential diagnosis, management, complications and preventive and patient education measures. Consideration is given to cultural and ethical issues that affect health care delivery and client adherence to the management plan. Established protocols for practice are used to indicate the need for consultation, referral, and community resources. **Prerequisites:** NURS-5503, NURS-6612, NURS-6620, NURS-6630 and NURS-6640

**NURS-6660:** Population Health and Emerging Disease: This course strengthens students' capacity to integrate and apply public health concepts and epidemiologic methods to improve population health. The theory and scope of public health practice are analyzed in the context of the complex interplay between science, law, policy, and ethics. Students synthesize and apply public health concepts (e.g., population perspective, health promotion and prevention, determinants of health) and methods (e.g., policy /advocacy /epidemiology /quality improvement/program planning).

**NURS-6671:** Advanced Practice Nursing Roles in Society: Students explore components and variations of the advanced practice role and how social policy and health care delivery influence and are influenced by the role. Legal definitions and professional interpretations of advanced practice nursing are examined in relation to health care outcomes, resource allocation and cost effectiveness.

**NURS-6681:** Health Promotion of Elderly and Families: This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, disease prevention, early detection, and management of common acute and chronic health problems of the elderly client and his family. The nurse practitioner's role in promoting successful aging, maintaining function, and promoting self-care, through the use of the community, personal and family resources is stressed. Common geriatric syndromes and problems including chronic illnesses and their management are emphasized. Ethical dilemmas that impact the health care of the older adult are integrated throughout the course. **Prerequisites:** NURS-5503, NURS-6612, NURS-6620, NURS-6630, NURS-6640 and NURS-6650

**NURS-6690:** Nurse Practitioner Practicum: This experience gives the student responsibility for the primary health care services of individuals and families supervised by a nurse practitioner and/or physician preceptor. Students are expected to practice as a nurse practitioner, assuming increasing responsibility for planning and implementing therapeutic processes and for documenting and evaluating outcomes of care. Students will apply theories by investigation and management of health problems in primary health care settings. **Prerequisites:** NURS-5503, NURS-5505, NURS-6612, NURS-6620, NURS-6630, NURS-6640, NURS-6650, NURS 6660, NURS 6671 and NURS-6681. **Prerequisite or Corequisite:** NURS-5504. **Campus attendance on one day during the semester is required for NURS-6690 in order to disseminate findings from course project.** See course syllabus for details.

## General Policies

### Academic Honesty and Integrity

The SON seeks to educate advanced practice nurses who abide by the ethical standards of CSU COH and SON, and the Code of Ethics in addition to the Scope and standards promulgated by the American Nurses Association. Students will read and sign the *Honor Code Form*, and this document will be uploaded to a clinical placement and student credentialing management system (or software). The SON expects the highest standards of academic integrity of its nursing students. To that end, all students admitted to the MSN program will be expected to abide by the University standards of conduct set by the [Office of Community Standards](#) as well as the standards for the SON, COH. These standards are incorporated into this policy document and may also be found in the [Graduate Catalog](#). It is the responsibility of all members of the SON—faculty, staff, and students—to maintain an academic environment that promotes ethical behaviors, including academic honesty and integrity.

### Definitions

Academic honesty and integrity are highly valued standards of ethical conduct for CSU COH and the SON. It refers the following concepts:

*The performance of all academic work should represent one's own ideas and/or interpretations of the opinions of others. Acknowledgement of the work and efforts of others by properly citing them is at the core of academic integrity.*

### Violations

Violation of this standard constitutes academic dishonesty. To support a learning environment that ensures academic honesty and integrity, the following guidelines and definitions are presented:

#### *Independent Work*

All work submitted in any course of the graduate nursing program must be the student's independent work unless the faculty member has indicated that group work is acceptable. Unauthorized collaboration with another student creates an unfair advantage and will be considered cheating.

Students may be asked to supply documentation supporting the independence of work. Documentation may be in the form of rough drafts, note cards, copies of reference material or any other material deemed appropriate by the faculty.

#### *Plagiarism*

Plagiarism is submitting material that either in part or whole is not entirely one's own work without attributing those same portions to their correct source. Plagiarism of another individual's or group's work will be viewed as cheating. Faculty will use plagiarism detection programs to determine if plagiarism is suspected.

#### *Plagiarism Detection Software/Turn-it-in Statement*

Faculty will use or require the use of plagiarism detection software as a part of the course. Clayton State is part of the University System of Georgia contract for the use of Turnitin.com.

Turnitin.com is a third-party system and therefore faculty will include the following statement for students on their syllabi indicating the use of the system for plagiarism detection:

*“Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.”*

The following instances constitute examples of plagiarism:

- using unauthorized notes (such as those taken during a post-test review or those notes from a systematic attempt to reconstruct an administered test), study aids, or information on an examination;
- altering a graded work after it has been returned, then submitting the work for re-grading;
- allowing another person to do one's work and submitting that work under one's own name;
- submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

### *Fabrication*

The acts of falsifying or inventing any information, data or citations; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data; and, failing to include an accurate account of the method by which the data were gathered or collected.

### *Unfair Advantage*

The acts of (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

### *Aiding and Abetting Academic Dishonesty*

The acts of (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or, (b) providing false information in connection with any inquiry regarding academic integrity.

### *Falsification of Records and Official Documents*



The acts of altering documents affecting academic records; forging signatures of authorization; or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

### *Unauthorized Access to Computerized Academic and/or Administrative Records*

The acts of viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

### *Self-Plagiarism*

Self-plagiarism is concerned with four major problems: (a) The publication of what is essentially the same paper in more than one journal, but without any indication that the paper has been published elsewhere (i.e., redundant and duplicate publication), (b) The partitioning of a large study which should have been reported in a single paper into smaller published studies (i.e., salamislicing), (c) Copyright infringement, and (d) Practice of text recycling (<http://ori.hhs.gov/plagiarism-13>). In writing, self-plagiarism occurs when authors reuse their own previously written work or data in a 'new' written product without letting the reader know that this material has appeared elsewhere. According to Hexam (1999), "... the essence of self-plagiarism is [that] the author attempts to deceive the reader". Although in scholarly and scientific writing there are some situations in which some forms of text reuse are acceptable, many other instances in which text and/or data are known to have been reused violate the ethical spirit of scholarly research. The concept of ethical writing, about which this instructional resource revolves, entails an implicit contract between reader and writer whereby the reader assumes, unless otherwise noted, that the material was written by the author, is new, is original and is accurate to the best of author's abilities.

### **Advisement**

All students will be assigned a faculty advisor upon admission who will remain with the student until completion of the program unless a request for change is made. Students are to contact their faculty advisor or the Director of Graduate Programs each semester for advisement or for any academic concerns. A mandatory advisement timeline is required in the MSN program. Students are required to seek advisement before registering for any course in the program. Students who earn a "C" grade or below on any exam are encouraged to speak with their course faculty and faculty advisor. Students who earn a "C" average or below in the course at midterm **must** meet with their assigned faculty advisor. Upon admission, students are encouraged to begin filling out the [FNP Advisor Worksheet Forms](#) with their assigned advisor to enhance tracking progression in the MSN curriculum.

### **Committee Representation**

Graduate student representatives participate in the planning and evaluation of the MSN program. To that end, student representation is valued, encouraged, and solicited every year on the following list of SON committees.

## Advisory Board

A standing committee of the SON that advises faculty, course coordinators, and administration regarding marketing needs and program review considerations inclusive of curriculum revision and development.

## Graduate Committee

A standing committee of the SON that reviews student and faculty data and revises and updates the MSN program curriculum.

## Systematic Evaluation Committee

A standing committee of the SON that reviews faculty qualification records and evaluates academic policies at the University, College, School and program level.

## Computer Requirements

CSU provides online instruction and uses distance learning technologies to facilitate the lessons and activities of coursework and provides students with alternative learning opportunities such as digital clinical simulation experiences. Online instruction is delivered by online computer connection via the Internet and may be supplemented by television, video conferencing, or other distance learning methods. Use of technology allows the University to offer learning experiences that are more convenient for many students. All courses taught via online instruction align with the CSU, COH and SON academic standards. Policies and guidelines for course management, such as attendance, classroom behavior and confidentiality are consistent with those of the traditional classroom environment.

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, go to <https://catalog.clayton.edu/rules-regulations/computer-devices>

## Software Requirements

To properly access the course content, you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <https://get.adobe.com/flashplayer/about>
- In addition to textbooks, some classes require the mandatory purchase of software which might include technological applications, or other programs required by the faculty.

## Computer Skill Prerequisites

- Students must be able to use the Windows™ operating system.
- Students must be able to use Microsoft Word™ word processing.
- Students must be able to send and receive e-mail using Outlook™
- Only use your CSU e-mail account or the e-mail system included in D2L to communicate academic information to your instructor.
- Students must be able to attach and retrieve attached files via email.
- Students must be able to use a Web browser.

- Students must be able to navigate the CSU Library Guides : <https://clayton.libguides.com> and, [Nursing - LibGuides at Clayton State University](#)

### Desire2Learn (D2L)

On-line activity will take place in course management system (D2L), the virtual classroom for the course. Posting your work in D2L is a course requirement. You can gain access to it by signing on to the SWAN portal and selecting 'D2L'. If you experience any difficulties in D2L, email or call The HUB at [thehub@mail.clayton.edu](mailto:thehub@mail.clayton.edu) or 678-466-HELP.

### CPR Certification

Students must be certified in Cardiopulmonary Resuscitation (CPR) by the American Heart Association prior to enrollment in clinical courses. Once obtained, CPR Certification must remain current throughout the student's tenure in the MSN program.

- Students must obtain certification through the American Heart Association by completing the BLS Healthcare Provider Course with AED. This course is designed to teach the skills of CPR for victims of all ages, use of automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients in a wide variety of settings.
- An instructor-led course is strongly recommended. Students participate in simulated clinical scenarios and learning stations and complete a written exam.
- Current CPR certification is required for all CSU/COH/SON clinical practice sites.
- Verification of CPR certification is required, and proof may be requested on demand. It is the student's responsibility to have access to their CPR certification card during all clinical experiences and to provide the SON and ACEMAPP with a copy of their CPR certification on an annual basis.
- *Note: Red Cross CPR training is not accepted for admission into the SON.*

### Emergency/Inclement Weather Policy

In case of an emergency, faculty will direct students as appropriate. Depending upon the type of emergency, students will either evacuate or remain in the building. Students should follow the guidance and direction of the faculty in case of an emergency. Emergency conditions like the weather, safety, declared state of emergency, or other situations, may require CSU to declare a closing. When the University is declared closed, all academic classes and administrative offices are suspended and only essential services are maintained. *If the campus is closed, students will not report to clinical sites.*

In cases of inclement weather and campus closure, students should check the CSU website ([www.clayton.edu](http://www.clayton.edu)) for frequent updates regarding campus closures.

### Evaluations of Courses/Faculty/Program/Students

#### Course and Faculty

Students are expected to participate in the evaluation of courses and faculty for the purposes of improving performance. Each semester students are provided with the opportunity to submit *anonymous*

*evaluations*. These evaluation forms are provided each semester by the COH SON and/or CSU. Students will be notified when these evaluations are available.

### Program

Students participate in overall program evaluation through committee participation and the systematic program evaluation process. At the completion of the program, students will complete the *MSN End of Program Exit Survey*. Students will also be contacted one year following graduation and will be asked to participate in the *Graduate Alumni Survey*, thus it is important to keep your address and email current with the SON. Student suggestions are appreciated and considered for program improvement.

### Student

The process of evaluation in all courses is provided through the grading process and course specific performance criteria described in the syllabus. It is the student's responsibility to participate in advisement prior to course registration with assigned faculty advisor and if the student is not progressing as expected in a course. Students with disabilities are supported and encouraged to access the Disability Resource Center and/or University Counseling Center at <https://www.clayton.edu/disability/>.

### Graduation

Prior to beginning the semester in which graduation is planned, students are responsible for submitting an *Application for Graduation* which is available from School of Graduate Studies web site at [www.clayton.edu/graduate](http://www.clayton.edu/graduate). Graduation policy details are available at the same website and all students must adhere to all requirements in a timely manner to be eligible for graduation consideration.. The deadline to apply for spring graduation is **September 15<sup>th</sup>**. The graduation applications must be completed and received by the Registrar's office by the published deadline to prevent graduation delays. Post -master's certificate students receive a post-master's certificate and do not participate in graduation proceedings.

Students must decide which certification exam to sit for; if students are taking the American Nurses Credentialing Center (ANCC) exam, the ANCC verification of education form must be completed by the Director of Graduate Programs prior to the end of the semester in NURS 6690 and before students register for the certification exam. All post-master's certification students must have an evaluation of their graduation application and a gap analysis prior to transferred courses from other institutions being recorded in the Digital University Campus Kiosk (DUCK).

### Health Insurance

The CSU COH SON adheres to the *University System of Georgia Student Health Insurance Policy (USG-SHIP)* which requires students to provide proof of private health insurance coverage or either participate in a discounted group health insurance plan prior to and throughout enrollment in clinical courses.

- All students in the MSN program are required to carry proof of health insurance coverage and be able to produce it on demand both on-campus and at off-campus clinical sites.
- All students in the MSN program must read, sign and return the [Health Insurance Policy Acknowledgement](#) prior to program admission.

- Students with private health insurance can submit a waiver each fall and spring/summer. The waiver enrollment portal link is: [Clayton State University - Student Insurance](#)  
Click on [United Healthcare \(Clayton State waiver/enrollment portal\)](#)
- Students must have proof of current personal health insurance coverage prior to enrollment in clinical courses and this coverage must be retained throughout program tenure.
- Personal health insurance coverage is required based on the policies of related clinical sites.

### Immunization

The SON requires laboratory testing and immunization in keeping with University System of Georgia policies and the requirements of host clinical agencies. The following requirements may be attained at University Health Services or through a local health department or personal healthcare provider.

- Measles, mumps and rubella immunity by titer
- Varicella (chicken pox) immunity by titer
- Tdap- Pertussis and Tetanus immunization
- Influenza vaccination annually
- Hepatitis-B immunity by titer or waiver
- TB QuantiFERON TB Gold or T-spot
- Chest x-ray (only if required)
- COVID-19\*

\*Clayton State University does not mandate or require COVID-19 vaccinations. However, nursing students must comply with the vaccination policy at each clinical site to which they have been assigned.

### Hepatitis-B Vaccination

All students in the MSN program are required to have proof of Hepatitis-B vaccination (at least the first injection of the three-injection series) or laboratory titer positive for the presence of Hepatitis-B antibodies prior to participation in any clinical. This vaccination consists of three injections:

- First injection must be administered prior to enrollment in clinical course.
- Second injection must be administered thirty days after the first injection.
- Third (and final) injection must be administered six months after first injection (five months after second injection).
- Post-vaccine titer must be obtained to confirm immune status.

### Influenza (Flu) Vaccination

Proof of annual vaccine is required by clinical sites.

## Tuberculin Skin Testing

Tuberculin skin testing is mandatory for all students enrolled in the MSN program on an annual basis during clinical participation. The SON assumes no responsibility for students who convert to positive PPD results after exposure in the clinical agency.

- Students with negative PPD results will be required to repeat the test annually during clinical participation.
- Students with negative PPD results assigned to certain host clinical agencies may be required to repeat the test more frequently than the minimum bi-annual requirement.
- Students with positive PPD results will be required to submit a baseline chest x-ray report indicating absence of active disease or a negative QuantiFERON TB test on an annual basis.

## Immunization Deferral

Religious exemptions may not be exercised for nursing students; however, students may request deferral of these immunizations for health related or pregnancy related reasons. Detailed information is on the *Vaccination Exemption Form* available through University Health Services at <http://www.clayton.edu/uhs/Immunization>.

## Library Resources

CSU's library is located in the center of campus in the UCC building. The web page for the library is <http://www.clayton.edu/library>. Students at University System of Georgia institutions have access to Galileo (Georgia's Virtual Library).

## Nurse Practice Act (Georgia)

The Nurse Practice Act in Georgia is found in the Georgia Administrative Code in Department 410, Chapter 410-1 through 410-14. The Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as per Rule 410-10-.01 Standards of Practice for Registered Professional Nurses. See website at <https://rules.sos.ga.gov/gac/410-10>

## Professional Organization

Students are strongly encouraged to become involved in professional health care organizations such as membership in The Georgia Nurses Association (GNA), United Advanced Practice Registered Nurses (UAPRN) of Georgia, and the American Association of Nurse Practitioners (AANP).

## Sigma Theta Tau

CSU's Chapter of [Sigma Theta Tau International Honor Society](#) in Nursing (Xi Rho) was chartered in April, 1996. Membership in the chapter is by invitation. Individuals are selected based on scholarship and leadership potential. Candidates must have a minimum 3.5 GPA and have completed one quarter of their program. Invitations are extended in spring of each year. It is both an honor and a privilege to be invited to join Sigma Theta Tau. The Chapter Eligibility Committee considers not only grades and class rank but also personal integrity and professional conduct. Students not offered membership as undergraduates

may be eligible in graduate school or as community leaders and a major contributor to the nursing profession.

### Study Abroad

[Study Abroad](#) experiences may be available to you as a student. Eligibility for participation includes:

- Seek advisement from the Office of International Programs;
- Seek advisement from the SON Advisor regarding if the class will be used to fulfill degree requirements;
- Be in good academic standing;
- Be aware that some Financial Aid requires that a Study Abroad Program must satisfy your academic course requirements or course electives. Please speak with your Financial Aid advisor before applying for the study abroad program.

### Waiver of Liability

Students are required to sign a Consent, Release Waiver of Liability, and Covenant Not to Sue form upon program admission, releasing CSU, the Board of Regents of the University System of Georgia and the officers, agents and employees of each, should the student suffer any illness or injury incurred in the usual course of educational activities in the MSN program.

## Progression Policies

### Grading Scale and Program Standing

The SON adheres to all academic policies and procedures established by CSU COH including those related to grading. Additionally, the SON employs higher academic standards than the CSU COH in order to ensure success in the MSN courses. The process of student evaluation, in addition to the grading system, is provided as required in all course syllabi.

All grades to students are reported as letter grades which are usually computed from a point system. The following grading scale is used in all programs. A grade of 'B' (minimum 79.50) or better is required for satisfactory progress in the MSN nursing program.

Percentage	Grade	Numerical Equivalent
89.50-100.00	A	4.0
79.50-89.49	B	3.0
69.50-79.49	C	2.0
59.50-69.49	D	1.0
Below 59.49	F	0

Grades for all course assignments will be recorded as earned with no mathematical rounding. Final course grades will be rounded to the nearest whole number. No credit will be given for any late discussion

postings. Ten percent of the grade, per day, will be deducted for any assignment turned in past the due date without prior faculty approval.

### Academic Warning

Students who earn a grade of 'C' or below (U, WF, F, D) in any one graduate course are issued a letter of academic warning. This letter serves to remind students that no more than one grade of 'C' or lower is allowed for continued graduate study.

### Academic Probation

Students in the MSN program will be placed on program probation in the following cases:

- Program Probation will result if the student's cumulative GPA falls below 3.00 minimum. Students on probation are restricted to taking 6 credit hours or less until the GPA is raised above 3.00. In addition, students on probation will be required to develop a remediation plan for continuing in graduate school. Students on probation must contact the Director of Graduate Programs to receive information and assistance on their continuation in the program.
- Program Probation will also result if the student receives a letter grade lower than 'B' (i.e. 'C', 'D', 'F', 'WF', 'U') in any one graduate nursing course (any course with NURS prefix) in any given semester and counts as one of two attempts in the nursing program. The student's progression in the MSN program is dependent upon satisfactory completion of individual course prerequisites. Note that the student will be eligible to repeat courses on a space available basis and that the initial course grade will be dropped but, visible on the transcript and not used to calculate the student's overall GPA.
- Student probation processing will be facilitated by the Program Director and Associate Dean and communicated to the student in writing.
- A completed withdrawal prior to the published midterm date for the term of enrollment will be assigned a grade of **W (withdrew)** per University policy. *However, if the student has a grade of 'C', 'D', 'F' or 'U' in any nursing course at time of withdrawal, then the SON will consider it a WF (withdrawal failing) for purposes of nursing program progression and will result in program probation.*

### Academic Dismissal

**Students who have two or more unsuccessful attempts in any NURS courses will be dismissed from the program.** Students in the MSN program will be dismissed from the program in the following cases:

- Students may be dismissed from graduate study when their cumulative GPA falls below 3.00 for two consecutive terms.
- Students who earn a grade of 'C' or below (C, 'D', 'F', 'WF', 'U') in any two NURS courses will be dismissed from the MSN program. Grades less than 'C' are not counted toward degree progression and are included in the overall GPA.
- Plagiarism or cheating (reference Honor Code) see previous section.
- Unsafe clinical performance when the student's conduct or decision presents a direct threat to self, patients, peers, health care personnel, preceptors, or other individuals.



- Falsification of records, written assignments, or misrepresentation of presence at clinical sites.
- Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards which determine acceptable and unacceptable behavior for nurses. The American Nurses' Association Code for Professional Nurses and Georgia Law Regulating Practice of Registered nursing are used as standards.
- Student dismissal from the MSN program will be facilitated by the Graduate Director and the Assistant Dean, Dean of the COH, communicated to the Dean of Graduate Studies and the student in writing.
- The Dean COH and SOGS reserves the right to deny admission or readmission to any student deemed unsatisfactory for nursing based on the recommendation of the Director of Graduate Studies and faculty.

### Grade and Academic Appeal

All students are responsible for maintaining the standards of academic performance established by the University and by the faculty for each course in which they are enrolled. Faculty in the SON are responsible for posting course expectations and grading criteria in course syllabi.

Any student challenging a grade or academic action should begin the appeal process by consulting with the faculty member who assigned the grade/action to determine if the matter can be resolved through mutual understanding.

Faculty are required to advise students of all academic actions and to make themselves available for conferences with individual students who seek counsel and advice regarding their progress.

*Any student wishing to file a formal appeal of a grade or other academic action is required to follow established University procedures. Students who wish to file a complaint should follow the procedures outlined in the General Student Complaint Policy found at [Student Complaints - Clayton State University](#).*

- Students must follow steps 1 and 2 of the General Student Complaint Policy before submitting the formal complaint form.
- Clayton State will only investigate formal complaints after the student has completed an informal appeal with no resolution.
- All academic appeals must be initiated and pursued in a timely manner as described in the Graduate Catalog.

### Due Process/Procedural Standards/Students Rights

According to the CSU Student Handbook, the Procedural Standards for the University are as follows:

- Section 4.6 of the Board of Regents' policies establishes minimum uniform, system-wide procedural standards for investigations and resolutions (including student conduct hearings) of alleged violations of CSU COH SON rules. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process,

fairness, and reasonableness have been met. The aim of any disciplinary action is the redirection of student behavior toward the achievement of their academic goals.

- The President has delegated the function of student discipline to the Vice President for Student Affairs, and he in turn designates the Vice President for Student Affairs and its staff to direct the disciplinary processes.
- The following disciplinary procedures are used to guide the fair and uniform enforcement of the [Code of Conduct - Clayton State University](#). These procedures are applicable to any student or student organization when charged with a violation. Procedures allow for fact-finding and decision-making in the context of an educational community and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

When a student is charged with violating the rules and regulations of the University, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

1. A written copy of the charge(s).
2. A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.
3. Know the nature of the information against them and names of witnesses scheduled to appear.
4. Present information and witnesses in their behalf.
5. Choose an advisor of their choice. The advisor cannot participate directly in the hearing but may actively support their advisee.
6. Be present at the hearing during the presentation of any information or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence.
7. Remain silent and refrain from answering questions without inference of guilt.
8. Ask questions of witnesses.
9. A copy of the hearing recorded by the Office of Community Standards will be provided to the student upon written request to the Office of Community Standards within 3 business days.
10. A decision based solely on the preponderance of the information presented.
11. A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.
12. Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures.

### Incomplete Grade

Incomplete grades are awarded only in situations when a student has successfully completed the major portion of coursework and extenuating circumstances prevent completion of course requirements during the term of enrollment.

- It is the student's responsibility to formally request in writing a grade of 'Incomplete' with the course instructor.
- A grade of 'incomplete' will be awarded only to students who otherwise currently have a grade average of 80.00% or higher.
- Any course for which a grade of 'Incomplete' is assigned requires completion within the next semester in which the student is enrolled. Students must successfully complete the course requirements to remove the 'Incomplete' prior to enrollment in subsequent courses.
- Students will not be permitted to progress in the nursing program until all course requirements to remove "Incomplete" grades are successfully achieved.
- NP students in clinical courses who do not complete the required clinical hours for the course will be awarded an "Incomplete" grade for that semester. The grade will be changed when clinical hours are completed before the end of the following semester.
- If, for any reason, the course requirements are not satisfactorily completed during the next semester of attendance, the course grade will be converted to a grade of 'F'.

Note: The procedure to change an "Incomplete" course grade involves multiple steps and takes several days for the Incomplete Change of Grade form to get to the Registrar's Office where all CSU incomplete grades are manually changed in the DUCK. Refrain from calling the Registrar's Office if your grade is not showing up in the DUCK as it might contribute to delaying the process.

### Military Leave

The SON supports its students that are military service members to include the National Guard and the Reserves. Students in the National Guard and/or the Reserves who are called into active duty for military service by the United States during a war or other operational or national emergencies are eligible to utilize this policy. This policy does *exclude* active-duty training or attendance at a military service school. If the student's military service requires an absence longer than one year, the student should discuss this with the Director of Graduate Studies, the Assistant Dean, and the Dean of the College of Health. To utilize this policy, copies of all current active duty orders with the Commander's signature, and a current copy of the Common Access Card (CAC) or the Uniformed Services Identification Card will be required.

### No-Show

Students in online course(s) must complete a mandatory course orientation assignment by the posted No Show deadline. If a student fails to do so, that student will be reported as a No Show and will encounter the consequences explained in the Graduate Catalog.

The instructor's e-mail address and information about orientation sessions are usually included with the appropriate course listing in the Schedule of Classes or on the Online Instruction Website. If students have difficulty contacting their instructor by e-mail, they should contact the SON at 678-466-4900.

### Time Limitation

Students are expected to progress in the MSN FNP and Post Master's Certificate programs in a timely fashion. All students are required to finish all coursework for the MSN degree within fifteen semesters of matriculation. Extensions are rarely granted and require a written request from the student which may

only be approved by the Dean of the COH. If students have been out for more than 3 semesters, they must re-apply to the program through the School of Graduate Studies. Students must complete program requirements within five years of starting the program.

## Withdrawal

All registrations are final and students are obligated to pay tuition and fees by the end of the late registration period. A grade symbol will be placed on the transcript for all courses in which the student is registered by the end of the late registration period. Students who wish to receive a grade of W (withdrawal) or, in certain circumstances, WF (withdrew failing) must act in accordance with the policies and procedures explained in the Schedule of Classes.

### Official Withdrawal Form

The withdrawal form will not be available until after Drop/Add. Students must log in through [The SWAN](#) to access the withdrawal form. Once logged into the SWAN, go to the DUCK to withdraw from classes. In the DUCK, click on Student Services and then go to Registration. Under Registration, click on Drop/Withdraw from Courses. Please keep a copy of the email confirmation that will be sent to your CSU email address upon successful completion of a course withdrawal. Students are encouraged to speak with their assigned faculty advisor or the Course Coordinator prior to withdrawing from a class.

A withdrawal is not official and will not appear on the transcript unless the official form is properly submitted. Although it is good practice to discuss withdrawal intentions with instructors and other University Officials, the student must be aware that such discussion (whether oral or written) does not constitute official withdrawal. If a student attends class and then quits coming but does not submit an official withdrawal form, the student will be assigned a grade of F.

### Withdrawal *before* Midterm

- A completed withdrawal prior to the published midterm date for the term of enrollment will be assigned a grade of **W (withdraw)** per University policy. *However, if the student has a grade of "C" "D", "F" or "U" in the course at time of withdrawal then the SON will consider it a WF (withdraw failing) for purposes of nursing program progression.* (See academic probation on page 24)
- A grade of W **is not** included in the calculation of the GPA but may have implications for continued financial aid eligibility (Consult the Financial Aid Office).
- A grade of W **will be** considered and counted toward the University course repeat policy.
- You may no longer attend class once you have officially withdrawn.

### Withdrawal *after* Midterm

- A completed withdrawal after the published midterm date for the term of enrollment will automatically count as a grade of WF (withdraw failing) unless a hardship exception is granted. The SON will consider it a WF (withdraw failing) for purposes of nursing program progression. (See academic probation on Page 24)
- A grade of WF is included in the calculation of the GPA the same as a grade of F and may have implications for continued financial aid eligibility (Consult the Financial Aid Office).
- A grade of WF will be considered in the course repeat policy (refer to the Graduate Catalog).

- You may no longer attend class once you have officially withdrawn.
- You may not submit a withdrawal after the last scheduled day of classes.

### Non-Academic Withdrawal

A student may be administratively withdrawn from the University for non-academic reasons, when in the judgment of the SOGS, it is determined that the student has demonstrated behavior that:

- poses a significant danger or threat of physical harm to self or to person or property of others; or
- interferes with the rights of other members of the university community or with the exercise of any proper activities or functions of the university or its personnel.

Except in situations where the student is believed to be an imminent threat to self or others, as determined at the sole discretion of the University, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the university. In situations involving an imminent threat, the student will be provided a hearing as soon as possible after the withdrawal occurs. The instructor will assign students who are non-academically withdrawn a grade of W or WF if they are withdrawn before the semester midpoint and a WF if they are withdrawn after the semester midpoint.

### Hardship Withdrawal

Hardship refers to an unexpected event or circumstance beyond the student's control that directly interferes with the student's ability to continue to make satisfactory progress in course(s). This generally includes, but is not necessarily limited to:

- serious illness or accident of the student or a close relative that requires the student's extended attention;
- unavoidable and unexpected job change;
- change of job assignment that conflicts with class, or significant disruption of family life that prevents regular class progress.

The following sorts of cases do not constitute hardship:

- getting behind in class due to taking on more than one can handle;
- doing poorly in class due to inadequate background, difficult material, or poor time management;
- taking extensive time away from class for a personal situation that could have been expeditiously handled with a minimum of class interference.

Nursing students should declare a hardship **immediately** and not wait to request it after the hardship has negatively affected their academic or clinical performance in the program. In addition to submission of the Hardship Withdrawal Request Form to the Registrar's Office, nursing students must also contact the Dean COH to discuss their situation and determine if they qualify for a hardship withdrawal for purposes of nursing program progression. The Dean will require documentation of the hardship for consideration. The SON may consider additional student performance measures when determining if a student qualifies for hardship withdrawal due to the clinical nature of the program. To be eligible for a hardship withdrawal, a student must meet **ALL** of the following criteria per university policy.

- Experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised.
- Passing the course at the time the emergency or hardship arose. Passing is defined to include not only recorded grades but also satisfactory progress toward course assignments (papers, reports, projects, etc.) that have not yet actually been graded at the time the hardship arises. The Dean will contact appropriate faculty to determine the student's course status.
- Acted responsibly by notifying his or her instructors or other University official about the hardship situation as soon as possible after it arose.
- Filed the hardship request with the Dean of the COH as soon as it is feasible to do so. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.
- Hardship withdrawals will only be considered prior to the last day of class. You may not file a hardship withdrawal once final exams have begun.
- Submitted the hardship request form prior to the end of classes for which the hardship withdrawal is being requested. Requests for a hardship withdrawal will not be considered once final exams have started for the semester.
- Hardship withdrawals will only be considered for the current semester. You may not retroactively request a hardship withdrawal for a previous semester.
- Students are responsible for obtaining appropriate faculty signatures on the hardship request forms in a timely manner.

### Clinical Experience

The FNP clinical courses offer MSN and Post Master's Certificate students an opportunity to apply newly developed skills and relate theoretical content to advanced practice nursing situations. This professional experiential learning helps to further prepare students for the highest level of advanced practice. It also allows students to enhance skills in communication, teamwork, critical reasoning, evidence-based practice, development of treatment plans, and professionalism.

### Student Compliance Requirements

Documentation required upon program admission includes the following mandatory documents:

- Proof of current, active, unrestricted RN Licensure or Georgia Registered Nurse Compact License
- Affirmation of Clinical Competencies & Functional Abilities
- Authorization for Release of Records and Information
- Blood Borne Pathogen Exposure Acknowledgement
- Clinical Behavior Policy form
- Consent, Release Waiver of Liability, and Covenant Not to Sue
- Health Insurance Policy Acknowledgement
- HIPAA Acknowledgement
- Honor Code

- Student Applied Learning Experience Agreement
- Student Handbook Acknowledgement

Prior to enrollment in clinical courses, submit the following documents. A/an:

- Proof of Current American Heart Association CPR Certification-BLS for healthcare providers
- Proof of Health Insurance
- Proof of HIPAA Certification
- Proof of OSHA Certification
- Background Check
- Drug Screen
- Annual Health History/Assessment
- Annual Physical Assessment
- Immunization documentation (see immunization requirements)
- Other required compliance items as required by the clinical site

All student mandatory program forms and clinical compliance documents must be uploaded by the student in the clinical management tracking system. Students cannot attend clinical until all compliance documentation has been reviewed and approved by the Clinical Coordinator and the student has received a letter indicating that the clinical site is approved and that they can begin their clinical rotation.

### Clinical Compliance Deadline

Deadline to be compliant is 8 weeks prior to the first day of the start of the clinical course. Failure to submit documentation may prevent the student from registering for the clinical courses. Students cannot attend clinical until all compliance documentation has been reviewed and approved by the Clinical Coordinator.

### Student Clinical Responsibilities

Students are responsible for completing a total of 585 clinical hours in approved and supervised clinical settings throughout the FNP program. Each clinical course has specified clinical hour requirements. The program allows flexibility in scheduling these hours. The requirement may be met with full, partial and/or consecutive days as agreed upon with the preceptor. All required clinical hours for each course must be completed in order to successfully complete the course. For students who cannot complete the required clinical hours within the time frame of the clinical course, the MSN Incomplete Grade Policy will apply.

- Students are expected to identify qualified preceptors and clinical facilities in conjunction with the SON which align with the MSN FNP program learning outcomes. Clinical travel arrangements and other related clinical expenses are the responsibility of the student.
- Students are responsible for discussing personal learning goals with their preceptors. Faculty are required to discuss course requirements with students and their preceptors.

- Students will take the clinical competency checklist to each rotation and seek experiences that will allow them to meet as many competencies as possible.
- Students are also responsible for completing a log of the clinical experiences using the required ACEMAPP clinical management system.

### Criteria for Site Selection

- Students must select clinical sites deemed appropriate per the guidelines of the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, Washington, DC 20001, 202-887-6791.
- The site must be a healthcare or nursing institution consistent with the learning needs of the student's advanced practice specialty (some examples include primary care, family practice, internal medicine, urgent care (for a limited amount of course clinical hours).
- The site may be in the institution where the FNP student is currently employed but students must function outside of their RN role and work as an FNP student with the preceptor. The preceptor cannot be the student's direct supervisor and the student may not engage in a clinical experience on the unit where employed.
- The Preceptor Agreement form must be submitted for all proposed clinical sites. The form must be signed by a site contact person who is duly authorized officer by the facility. Submit the signed form to the Clinical Coordinator and/or Graduate Director for approval. No student will be able to attend any clinical experience until approval is received.
- The site must have a clinical affiliation contract/agreement signed with CSU. Students should contact the Clinical Coordinator to determine if a valid contract exists. If not, the student cannot begin clinical at this site. The student in this case should notify the Clinical Coordinator who will facilitate generation of a contract that must be signed by a duly authorized officer from the facility being used for the clinical experience and returned to CSU to be signed by a designated representative. Once the contract is fully executed, a copy will be sent to the facility and the original will be maintained at CSU. *No student will be able to attend any clinical experience until they have received notification that the clinical affiliation agreement has been fully executed.*
- **Students must have a current and active, unrestricted registered nursing license in the state where they will be completing their clinical experience.**

### Criteria for Preceptor Selection

All preceptors must have applicable expertise and the ability to help the student achieve learning goals. Preceptors must be willing and available to work with the FNP student in an environment where advance practice nursing is embraced and valued as a contributor to the improvement of clinical care. Depending on student learning needs, more than one preceptor may be used for a clinical site. The use of multiple preceptors must be approved by the course faculty.

- The FNP preceptor must possess a master's degree in nursing at the minimum, be nationally board-certified as a nurse practitioner and hold an unencumbered advanced practice license. The preceptor must also have at least one year of practice as a nurse practitioner.



- Other types of health professionals may also serve as a preceptor for FNP students: Medical Doctor (MD or Doctor of Osteopathy (DO). MDs and DOs must have an active medical license.
- A Physician's Assistant (PA) may serve as a preceptor if the PA has a delegation agreement with a physician. The physician must be the preceptor of record and oversee the experience at all times that the student is onsite.

The following preceptor documents are required to be on file in the School of Nursing:

- Active Advanced Practice Nursing License for NP preceptors
- Active Medical License for MDs and DOs
- CV/Resume for all preceptors
- Current National Board Certification for NP preceptors
- Completed Preceptor Agreement (Course Specific) forms

### Student General Responsibilities

- Be familiar with all policies and procedures related to clinical experiences.
- Meet deadlines for all assignments/learning activities including the completion of clinical hours.
- Demonstrate competence in clinical assignments.
- Abide by clinical site rules and regulations.
- Conduct oneself in a professional manner during the clinical assignment.
- Use the FNP Competency and Procedures Checklist to seek out learning opportunities.
- Seek out learning opportunities from facility personnel.
- Maintain communication with the course faculty.
- Maintain clinical log in ACEMAPP as instructed by faculty.
- Comply with all clinical site compliance requirements.
- Conduct formative evaluation of the clinical experience and actively seek early resolution if learning goals are not being met.
- Integrate learning goals that lead to the development of the MSN Essentials for Advanced Practice Nursing as published by the American Association of Colleges of Nursing and Nurse Practitioner Core Competencies published by the National Organization of Nurse Practitioner Faculties.
- Complete the Faculty/Student Preceptor Evaluation and Faculty/Student Site Evaluation in ACEMAPP. The final course grade will not be issued until all evaluations have been received and reviewed by the course faculty.

### Ethical Behavior

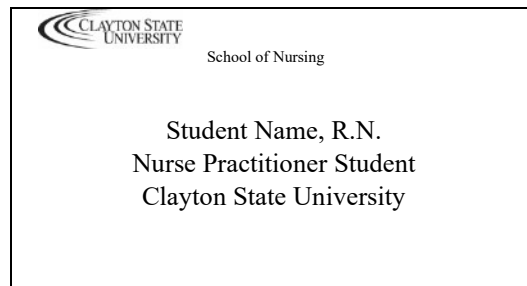
Students are expected to present professional demeanor, behavior, appearance, and communication at all times. Students must comply with the policies in the CSU MSN Handbook. Students are bound by the American Nurses Association Code of Ethics. Students must also agree to abide by all requirements, policies, and procedures of the clinical site.

## Dress Code

Students are expected to wear appropriate professional attire for all clinical experiences. Adhere to uniform standards and dress code appropriate to clinical setting:

- Name badge indicating graduate student status and name badge of the facility if required;
- Hair should be neat and off the collars;
- Clothing should be clean and neat (no jeans);
- Shoes should cover toes and no sandals or sneakers are permitted;
- Tattoos must be covered at all times;
- Jewelry should be kept to a minimum;
- Fingernails should comply with the CDC recommendations;
- Perfume should not be worn.

Students need to wear a lab coat with a name badge. Some clinical facilities may have other requirements for their dress code. Students should check with their clinical site to identify variations in the dress code. If a lab coat is not required by the site, a name tag should be worn at all times. Students may order a name badge at lakercard@clayton.edu; 678-466-4215. Sample student name badge guidelines include:



## Site Visits

The purpose of a site visit includes observation and evaluation of the student in an actual patient care situation and observation of the student's interaction with preceptors and staff. It provides the clinical faculty, the preceptor, and the student with an opportunity to discuss the student's progress. There will be at least one site visit or phone conference each semester between faculty and preceptor. If circumstances warrant another site visit, a date and time will be arranged with the student and preceptor. During the site visit, the clinical faculty will evaluate the student's progress, provide feedback to the student, and evaluate the clinical site. The course faculty will complete the evaluation of site and student in ACEMAPP.

## Program Fee

A program fee will be assessed and collected at the beginning of the program. The fee covers expenses for students enrolled in the following clinical or lab courses: NURS 6620, NURS 6630, NURS 6650, NURS 6681, and NURS 6690. The fees collected may cover the following items to include, but are not limited to:

- National certification exam review course to increase the chances of students passing the certification exam upon completion of the program.

- A live model service and equipment that enable students to perform intimate body systems assessments (i.e.: gynecological exams, clinical breast exams, prostate, and testicular exams).
- Software, supplies and equipment maintenance for clinical/lab courses.

### ACEMAPP Tracking System

ACEMAPP is a secure document management system that is tied to clinical rotations. The ACEMAPP documentation system allows students to:

- upload compliance documents
- maintain all clinical hours
- documentation of patient management
- provide access for FNP faculty to evaluate student documentation during clinical rotations
- provide access for faculty and preceptor evaluations

Students requiring additional technical support can contact the ACEMAPP support team at 517-347-8093 or [support@acemapp.org](mailto:support@acemapp.org) or may complete an online support ticket through ACEMAPP with a response time of approximately one (1) business day.

### Student Responsibility and ACEMAPP

- It is the student's responsibility to establish and maintain an account, including the annual fee, throughout the FNP program.
- It is the student's responsibility to maintain an up-to-date clinical database.
- Students should always try to enter each day's encounters on the actual day.
- ACEMAPP will flag missing information on the "missing information" screen. Students are encouraged to clear it each day while the data is still fresh.

### References

American Academy of Nurse Practitioners. (2017). All about NPs. Retrieved from <https://www.aanp.org/all-about-nps/>.

Hexam, I. (1999). The Plague of Plagiarism: Academic plagiarism defined. Retrieved from <http://people.ucalgary.ca/~hexham/content/articles/plague-of-plagiarism.html#types>

Schumacher, K.L., & Meleis, A.I. (1994). Transitions: A central concept in nursing. *IMAGE: Journal of Nursing Scholarship*, 26(2), 119-127.

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Progressions



Master of Science in Nursing **Family Nurse Practitioner (FNP)**  
Full-Time Progression  
**EFFECTIVE FALL 2023**

FALL	SPRING	SUMMER	FALL	SPRING
<p><b>*NURS 5503*</b> Advanced Pathophysiology Across the Lifespan (3-0-0-3)</p> <p><b>NURS 6612</b> Diagnostic and Clinical Reasoning for Advanced Practice Nurses (3-0-0-3)</p> <p><b>NURS 6620</b> Advanced Health Assessment for FNP's (2-1-0-3)</p> <p>Credits <b>9</b> Lab Hours <b>1</b></p>	<p><b>NURS 6630</b> Health Promotion and Problems of Adults and Their Families (3-0-3-6)</p> <p><b>NURS 6640</b> Advanced Pharmacology for FNP's (3-0-0-3)</p> <p><b>NURS 6671</b> Advanced Practice Nursing Roles in Society (2-0-0-2)</p> <p>Credits <b>11/20</b> Clinic Hours <b>135/135</b></p>	<p><b>NURS 6650</b> Health Promotion of Children and Their Families (3-0-3-6)</p> <p><b>NURS 6660</b> Population Health and Emerging Disease (2-0-0-2)</p> <p>Credits <b>8/28</b> Clinic Hours <b>135/270</b></p>	<p><b>*NURS 5505</b> Theory and Research for Graduate Nursing Practice (4-0-0-4)</p> <p><b>NURS 6681</b> Health Promotion and Problems of the Elderly &amp; Their Families (3-0-3-6)</p> <p>Credits <b>10/38</b> Clinic Hours <b>135/405</b></p>	<p><b>*NURS 5504</b> Health Care Policy (3-0-0-3)</p> <p><b>NURS 6691</b> Nurse Practitioner Practicum (2-0-4-6)</p> <p>Credits <b>9/47</b> Clinic Hours <b>180/585</b></p>

\*Post MSN students may qualify for up to nine hours



Master of Science in Nursing **Family Nurse Practitioner (FNP)**  
Part-Time Progression  
**EFFECTIVE FALL 2023**

Year	SUMMER	FALL	SPRING
One		<p><b>*NURS 5503</b> Advanced Pathophysiology Across the Lifespan (3-0-0-3)</p> <p><b>NURS 6620</b> Advanced Health Assessment for FNP's (2-1-0-3)</p> <p>Credits <b>6</b> Lab Hours <b>1</b></p>	<p><b>NURS 6640</b> Advanced Pharmacology for FNP's (3-0-0-3)</p> <p><b>NURS 6671</b> Advanced Practice Nursing Roles in Society (2-0-0-2)</p> <p>Credits <b>5/11</b> Clinic Hours <b>0</b></p>
Two	<p><b>NURS 6660</b> Population Health and Emerging Disease (2-0-0-2)</p> <p>Credits <b>2/13</b> Clinic Hours <b>0</b></p>	<p><b>*NURS 5505</b> Theory and Research for Graduate Nursing Practice (4-0-0-4)</p> <p><b>NURS 6612</b> Diagnostic &amp; Clinical Reasoning for Advanced Practice Nurses (3-0-0-3)</p> <p>Credits <b>7/20</b> Clinic Hours <b>0</b></p>	<p><b>*NURS 5504</b> Health Care Policy (3-0-0-3)</p> <p><b>NURS 6630</b> Health Promotion &amp; Problems of Adults and Their Families (3-0-3-6)</p> <p>Credits <b>9/29</b> Clinic Hours <b>135/135</b></p>
Three	<p><b>NURS 6650</b> Health Promotion of Children and Their Families (3-0-3-6)</p> <p>Credits <b>6/35</b> Clinic Hours <b>135/270</b></p>	<p><b>NURS 6681</b> Health Promotion and Problems of the Elderly &amp; Their Families (3-0-3-6)</p> <p>Credits <b>6/41</b> Clinic Hours <b>135/405</b></p>	<p><b>NURS 6691</b> Nurse Practitioner Practicum (2-0-4-6)</p> <p>Credits <b>6/47</b> Clinic Hours <b>180/585</b></p>

\* Post MSN students may qualify for up to nine hours

# GRADUATE NURSING STUDENT HANDBOOK 2023-2024



Post Master's Certificate **Family Nurse Practitioner (FNP)**  
Full-Time Progression  
**EFFECTIVE FALL 2023**

FALL	SPRING	SUMMER	FALL	SPRING
<p><b>*NURS 5503*</b> Advanced Pathophysiology Across the Lifespan (3-0-0-3)</p> <p><b>NURS 6612</b> Diagnostic and Clinical Reasoning for Advanced Practice Nurses (3-0-0-3)</p> <p><b>NURS 6620</b> Advanced Health Assessment for FNPs (2-1-0-3)</p> <p style="text-align: center;">Credits <b>9</b> Lab Hours <b>1</b></p>	<p><b>NURS 6630</b> Health Promotion and Problems of Adults and Their Families (3-0-3-6)</p> <p><b>NURS 6640</b> Advanced Pharmacology for FNPs (3-0-0-3)</p> <p><b>NURS 6671</b> Advanced Practice Nursing Roles in Society (2-0-0-2)</p> <p style="text-align: center;">Credits <b>11/20</b> Clinic Hours <b>135/135</b></p>	<p><b>NURS 6650</b> Health Promotion of Children and Their Families (3-0-3-6)</p> <p style="text-align: center;">Credits <b>6/26</b> Clinic Hours <b>135/270</b></p>	<p><b>NURS 6681</b> Health Promotion and Problems of the Elderly &amp; Their Families (3-0-3-6)</p> <p style="text-align: center;">Credits <b>6/32</b> Clinic Hours <b>135/405</b></p>	<p><b>*NURS 5504</b> Health Care Policy (3-0-0-3)</p> <p><b>NURS 6691</b> Nurse Practitioner Practicum (2-0-4-6)</p> <p style="text-align: center;">Credits <b>9/41</b> Clinic Hours <b>180/585</b></p>

\*Post MSN students may qualify for up to nine hours



Post Master's Certificate **Family Nurse Practitioner (FNP)**  
Part-Time Progression  
**EFFECTIVE FALL 2023**

Year	SUMMER	FALL	SPRING
One		<p><b>*NURS 5503</b> Advanced Pathophysiology Across the Lifespan (3-0-0-3)</p> <p><b>NURS 6620</b> Advanced Health Assessment for FNPs (2-1-0-3)</p> <p style="text-align: center;">Credits <b>6</b> Lab Hours <b>1</b></p>	<p><b>NURS 6640</b> Advanced Pharmacology for FNPs (3-0-0-3)</p> <p><b>NURS 6671</b> Advanced Practice Nursing Roles in Society (2-0-0-2)</p> <p style="text-align: center;">Credits <b>5/11</b> Clinic Hours <b>0</b></p>
Two		<p><b>NURS 6612</b> Diagnostic &amp; Clinical Reasoning for Advanced Practice Nurses (3-0-0-3)</p> <p style="text-align: center;">Credits <b>3/14</b> Clinic Hours <b>0</b></p>	<p><b>*NURS 5504</b> Health Care Policy (3-0-0-3)</p> <p><b>NURS 6630</b> Health Promotion &amp; Problems of Adults and Their Families (3-0-3-6)</p> <p style="text-align: center;">Credits <b>9/23</b> Clinic Hours <b>135/135</b></p>
Three	<p><b>NURS 6650</b> Health Promotion of Children and Their Families (3-0-3-6)</p> <p style="text-align: center;">Credits <b>6/29</b> Clinic Hours <b>135/270</b></p>	<p><b>NURS 6681</b> Health Promotion and Problems of the Elderly &amp; Their Families (3-0-3-6)</p> <p style="text-align: center;">Credits <b>6/35</b> Clinic Hours <b>135/405</b></p>	<p><b>NURS 6691</b> Nurse Practitioner Practicum (2-0-4-6)</p> <p style="text-align: center;">Credits <b>6/41</b> Clinic Hours <b>180/585</b></p>

\* Post MSN students may qualify for up to nine hours

## Student Handbook Acknowledgement



## STUDENT HANDBOOK ACKNOWLEDGEMENT

I, the undersigned, understand that there are policies specific to the BSN program. I understand that I am responsible for those policies and have been told how to access a copy of the program handbook. I further agree that the School of Nursing has the right to make necessary/needed changes in the policies and procedure here within.

I, the undersigned, have read the policy on academic honesty. I understand that I am expected submit work that is totally my own. If a faculty member authorizes a group activity, I may work with other students.

I, the undersigned, will appropriately reference all written work that is taken from the works of others.

I, the undersigned, also understand that this policy is binding on all of my work for the program including, but not limited to exams, projects, papers and presentations.

I, the undersigned, understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

### To Be Completed by Student

I have read and understand the Clayton State University School of Nursing Student Handbook. I will uphold the policies as outlined therein. My signature is proof of my commitment to abide by the policies of the Clayton State University School of Nursing.

Last Name	First Name	Middle Name	Laker ID
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Signature	Date
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## Student Applied Learning Experience Agreement

Student Applied Learning Experience Agreement – Office of Legal Affairs

Page 1 of 2



**University System of Georgia**  
Creating A More Educated Georgia

### **Student Applied Learning Experience Agreement**

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student. Further, I understand and agree, unless otherwise agreed to in writing that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.



Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicable)

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

## Authorization for Release of Records and Information

Authorization for Release of Records and Information – Office of Legal Affairs

Page 1 of 2



**University System of Georgia**

Creating A More Educated Georgia

### **Authorization for Release of Records and Information**

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: \_\_\_\_\_  
(Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

This the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicable)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)

Consent, Release Waiver of Liability, and Covenant Not to Sue



STATE OF GEORGIA
COUNTY OF CLAYTON

CONSENT, RELEASE WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby intends to voluntarily participate in a program of study through the School of Nursing at Clayton State University (herein after referred to as the Program) and acknowledges that participation in said Program, and travel to and from this Program may involve inherent risks of physical injury, including but not limited to death or loss of personal property and hereby assumes an such.

NOW, THEREFORE, the undersigned (for myself, my heirs, executors, administrators, and assigns) hereby agrees, for the sole consideration of the enrichment I expect to derive from the Program and for consideration of Clayton State University allowing my participation in the Program and/or arranging travel to and from the Program, to waive, release, hold harmless, covenant not to sue, and forever discharge Clayton State University and the Board of Regents of the University System of Georgia, and their members individually, and their officers, agents and employees from any and all claims, demands, rights, causes of action actions, judgments, costs and expenses, or other liability of whatsoever kind or nature resulting from my participation in or growing out of or in any way connected with this Program either arising before, during and/or subsequent to the Program, including but not limited to any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, including death; damage to property; and the consequences thereof.

I understand that the acceptance of this Consent, Release, Waiver of Liability, and Covenant not to Sue by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further understand that if I elect to drive any vehicle during the Program and/or travel to and from the Program, I win be personally responsible and liable for all damages and injuries arising therefrom, to the extent that said liability, damage and/or injury is not covered by the Georgia State Tort Claims Act.

I hereby certify that I am 18 years of age or older, or my parent or guardian has signed below-, that I am suffering under no legal disabilities, and that I, or my parent and/or guardian, have read and understand the above Consent, Release Waiver of Liability, and Covenant Not to Sue carefully before signing and agree to be bound by its terms.

To Be Completed by Student

IN WITNESS WHEREOF, I have hereunto set my hand and seal this document:

Last Name First Name Middle Name Laker ID

Signature Date

Honor Code



School of Nursing  
Honor Code

I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.

I have received a copy of the policy on academic honesty, have read it and understand the implications and penalties for violations of said policies. The definitions of academic dishonesty have been reviewed with me and I have had the opportunity to discuss any concerns or questions with a representative of the School and gain clarification.

I understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

As a student of Clayton State University School of Nursing, “I commit to uphold the ethical principles of the American Nurses’ Association Code of Ethics for Nurses in the classroom, clinical area and during any activity or event associated with the School of Nursing. I commit to conduct myself in a manner that will uphold the essential nursing values and principles of altruism, equality, aesthetics, freedom, human dignity, justice, truth, and caring. I pledge to assume responsibility and accountability for all written assignments and verbal and written communications. I agree that I am responsible for the academic integrity of my work and will not misrepresent any work or receive unauthorized assistance. The work that I complete will be my own and any cited work by another author will be given proper credit. I know cheating and plagiarism are not tolerated and I support consequences for participating in such activities. I pledge to uphold the Academic Honesty and Integrity Policy. I will report students who choose not to preserve the Honor Code of the School of Nursing. Failure to report a violation, in itself, is a violation of the Honor Code. Any student who reports an act of misconduct will be protected from repercussions and his/her confidentiality will be maintained within the guidelines of the Academic Honesty and Integrity Policy.

I have read and understand the Honor Code of Clayton State University School of Nursing. I will uphold the Honor Code and Academic Honesty Policy. My signature is proof of my commitment to abide by this Honor Code and the Academic Honesty Policy of the Clayton State University School of Nursing.<sup>1</sup>

**To Be Completed by Student**

_____	_____	_____	_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date

<sup>1</sup> Adapted from Blessing-Rieman College of Nursing

## Core Competencies and Functional Abilities

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
<b>Critical Thinking Ability</b>	Critical thinking ability sufficient for clinical judgment.	<ul style="list-style-type: none"> <li>Identify cause/effect relationships in clinical situations.</li> <li>Develop nursing care plans, evaluate the plan of care and revise as appropriate.</li> <li>Analyze and use assessment findings to plan and implement care for clients and families.</li> <li>Use relevant data to support the decision making process.</li> <li>Identify priorities of care based analysis of data.</li> <li>Manage and respond to multiple priorities in stressful situations.</li> <li>Respond instantly to emergency situations.</li> <li>Exhibit arithmetic competence that would allow the student to read, understand and perform calculations for computing dosages</li> <li>Solve problems and make valid rational decisions using logic, creativity, and reasoning.</li> </ul>
<b>Interpersonal Skills</b>	Interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> <li>Establish rapport (relationship) with clients/colleagues.</li> <li>Maintain therapeutic relationships with clients and colleagues.</li> <li>Respect cultural diversity and the rights of others.</li> <li>Work effectively in small groups as a team member and as a team leader</li> <li>Practice verbal and non-verbal therapeutic communication</li> <li>Recognize adverse events and attempt to resolve for both client and colleague.</li> </ul>
<b>Communication Ability</b>	Communication abilities sufficient for interaction in verbal, written, electronic format.	<ul style="list-style-type: none"> <li>Write and speak English effectively so as to be understood by general public.</li> <li>Communicate therapeutically with clients, families, and groups in a variety of settings.</li> <li>Document client data and nursing care completely and accurately use correct medical terminology.</li> <li>Obtain health history information from client/family.</li> <li>Interpret nonverbal cues and behaviors.</li> <li>Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle and cultural considerations.</li> <li>Remember multiple messages and information</li> <li>Communicate to all interdisciplinary team members and family/client.</li> </ul>
<b>Physical Ability</b>	Physical abilities sufficient to move from room to room and maneuver in small spaces. Maintain physical tolerance for repetitive movements and demands of the work assignment.	<ul style="list-style-type: none"> <li>Lift a minimum of 25 lbs. of weight.</li> <li>Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or one's self.</li> <li>Transport mobile equipment in a timely and safe manner.</li> <li>Exhibit physical mobility and strength sufficient to propel wheelchairs, stretchers, equipment, etc. through doorways and close fitting areas alone.</li> <li>Move around in client's room, work spaces and treatment areas, in all clinical settings Stand, walk for the duration of a work assignment (may be 12 hr shift).</li> <li>Stoop, bend, squat, reach overhead as required to safely reach equipment, and provide nursing care in emergent and non-emergent care.</li> <li>Safely assist with ambulation of a client.</li> <li>Navigate stairs.</li> <li>Maintain client's dignity and personal space at all times.</li> </ul>
<b>Gross and Fine Motor Skills</b>	Gross and fine motor skills sufficient to provide safe and effective nursing care.	<ul style="list-style-type: none"> <li>Perform physical activities necessary to do basic fundamental nursing skills, including but not limited to: putting on sterile gloves, donning mask and gown, operating a manual and electronic blood pressure cuff, sterile technique and other essential fundamental nursing skills.</li> <li>Perform correct hand washing technique and behaviors.</li> <li>Provide or assist with activities of daily living such as bed bath, hygiene, toileting, positioning clients, making an occupied and unoccupied bed.</li> <li>Manipulate instruments, supplies, and equipment with speed, dexterity, precision, strength, coordination and adequate eye-hand coordination.</li> <li>Correctly administer oral, and parenteral medications to maintain client safety.</li> </ul>

## MSN STUDENT HANDBOOK 2022-2023

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
		<ul style="list-style-type: none"> <li>• Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil.</li> <li>• Maintain and safely operate orthopedic device such as traction equipment, casts, and assistive devices.</li> <li>• Perform cardiopulmonary resuscitation procedures.</li> <li>• Calibrate and use equipment (i.e. syringes, vials, ampoules and medication packages, manual blood pressure cuff, don sterile gloves, etc.). Grasp small objects with hands (e.g. IV tubing, pencil). Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe, eye dropper, etc.). Twist (turn objects/knobs using hands).</li> </ul>
<b>Auditory Ability</b>	Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> <li>• Hear monitor alarm, emergency signals, ringing phones, telephone interactions and cries for help.</li> <li>• Distinguish sounds with background noise ranging from conversational levels to high pitch sounding alarms.</li> <li>• Perceive and receive verbal communication from clients and members of the health team.</li> <li>• Tolerate occasional exposure to loud and unpleasant noises.</li> <li>• Hear and understand communication without visualization of the communicator's mouth/lips within 20 feet.</li> <li>• Hear and distinguish changes in tone and pitch when listening to a client's respiratory, cardiac, and abdomen auditory characteristics when using a stethoscope.</li> </ul>
<b>Visual Ability</b>	Visual ability sufficient for observation and assessment necessary for safe client care.	<ul style="list-style-type: none"> <li>• Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and administering medications.</li> <li>• Observe client responses (level of consciousness, respirations patterns) and recognize subtle physical changes.</li> <li>• Read small print, gauges, thermometers, measuring cups, syringes, and other equipment.</li> <li>• Discriminate colors, changes in color, size, and continuity of body part.</li> <li>• Accurately identify, prepare, and administer medications.</li> <li>• Identify hazards in the environment (safety rails, restraints, water spills and harmful situations).</li> <li>• Correctly visualize written words and information on paper and on a computer screen.</li> </ul>
<b>Tactile Ability</b>	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Correctly perform palpation, functions of physical examination and/or those related to therapeutic intervention.</li> <li>• Don and wear gloves and other protective devices while accurately performing physical assessment.</li> <li>• Correctly perform skills that require tactile sensation.</li> <li>• Accurately palpate for pulses, temperature, texture, hardness or softness, and landmarks.</li> </ul>
<b>Olfactory Ability</b>	Olfactory ability sufficient for observation and assessment necessary for safe client care.	<ul style="list-style-type: none"> <li>• Recognize environmental odors.</li> </ul>
<b>Emotional Stability</b>	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	<ul style="list-style-type: none"> <li>• Establish therapeutic interpersonal boundaries.</li> <li>• Provide clients with emotional support.</li> <li>• Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness or belligerence.</li> <li>• Poses no threat to self or others.</li> <li>• Perform potentially stressful tasks concurrently.</li> </ul>

Core Competencies and Functional Abilities Acknowledgement



## Affirmation of Ability to Complete Core Performance Standards

The list of Core Performance Standards is documented to provide students with information related to skills required in the performance of duties of the professional nurse as well as to assess your ability to complete such duties. These standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at this University. Persons interested in applying for admission to the nursing program should review the core performance standards to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

These core performances are based on guidelines proposed by the Southern Regional Education Board (SREB) and National Council of State Boards of Nursing. The University complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, the University will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

### To Be Completed by Student

I would require the following accommodation(s):

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I have read and understand the technical standards of the Baccalaureate Nursing Program and possess the ability to successfully complete the program.

_____	_____	_____	_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date



Blood Borne Pathogen Exposure Guidelines Acknowledgement



**BLOOD BORNE PATHOGEN  
EXPOSURE ACKNOWLEDGEMENT**

In the event of exposure to any type of *Blood Borne Pathogen*:

1. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
2. If exposure occurs on-campus, first aid treatment may be rendered by available and qualified School of Nursing health care providers.
3. Seek follow-up care from private health care provider; student will incur expense of any treatment.
4. Notify the Clinical Instructor.
5. Complete an accident/injury report with the Office of Public Safety and host agency if off-campus; student should retain copy of report for their records.

**Incident Reporting Procedures**

Students are required to report all accidents that occur while participating as a student in the School of Nursing. The instructor will complete an incident report and obtain necessary signatures. The student will be given a copy of the incident report to be retained for their records. Students should seek follow-up care with their private health care provider. Students are responsible for the costs or expenses of any treatment.

**To Be Completed by Student**

I have read, understand and agree to follow the above responsibilities, guidelines and procedures.

_____	_____	_____	_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date

HIPAA Acknowledgement



School of Nursing
HIPAA Acknowledgement Form

The Clayton State University School of Nursing requires FNP students to comply with HIPAA which is an acronym for the federal Health Insurance Portability and Accountability Act (1996, 2000, 2002) (http://privacyruleandresearch.nih.gov/). The privacy rule of HIPAA limits and restricts the use and disclosure of protected health information (PHI). PHI is identifiable health information in any form that is created, received, or maintained by a covered entity (see 18 PHI identifiers). A covered entity is defined as health care providers, health plans, and healthcare clearinghouses. PHI can be used or disclosed for treatment, payment, and healthcare business operations of covered entities. HIPAA requires that patients sign a consent that informs them that PHI will be used for treatment, payment, or health care operations by the covered entity. Although the Privacy Rule protects disclosure of PHI, it still ensures that researchers can have access to information needed for research. Improper use of and disclosure of PHI can result in civil and criminal penalties.

HIPAA provides for the protection and confidentiality of a patient’s medical records, health information, and other personal information. Student nurses must comply with all hospital and other facility privacy policies and procedures including those implementing the HIPAA Privacy Rules.

- All patient information, including medical, personal, billing and financial data is confidential
• All patient information is confidential even after the student is no longer at the school or facility.

As a student in the FNP program:

- I acknowledge and agree to keep confidential any information acquired, either written or spoken, at any clinical agency concerning the patients, staff, students and others at the facility.
• I will not reveal to any person(s) except authorized clinical staff and associated personnel any specific information regarding any PHI and further agree not to reveal to any third party any confidential information of the facility, except as required by law or as authorized by the facility.
• Violation of patient confidentiality by the using of or disclosure of patient information improperly may result in disciplinary action by the SON and legal action by the facility.

To Be Completed by Student

Last Name First Name Middle Name Laker ID
Signature Date

## Clinical Behavior Policy



## School of Nursing Clinical Behavior Policy

As a student of the Clayton State University (CSU) Family Nurse Practitioner (FNP) program, I pledge to abide by all standards of conduct outlined in the academic catalog and student handbook while fulfilling the clinical requirements of the FNP program and commit to the following:

- I understand and agree that as a CSU FNP student I will conduct myself in an ethical manner.
- I pledge to represent myself as a professional by respecting the individuality of my clients/patients, staff, classmates and instructor with dignity.
- I understand that as a guest in each clinical agency I will abide by the agency’s policy and procedures.
- I will dress professionally and present myself in accordance with the dress code of the FNP program as stated in the student handbook.
- I will establish and maintain my compliance with all health and safety requirements as stated in the student handbook.
- I understand that I am responsible for all course related policies and procedures outlined in all course syllabi as well as reading all announcements posted in the course and email communications sent to my CSU student email account.
- I understand that I am responsible for meeting all course assignments/scheduled test deadlines.
- I understand that I am responsible for knowing maintenance dates posted in the D2L platform.
- I will successfully complete all clinical hours and abide by the clinical policy as stated in the student handbook.
- I will notify my course faculty of any extenuating circumstances that may impede the completion of my clinical hours by the designated deadline set forth in the course.
- I understand it is my responsibility to arrange transportation to and from clinical sites, arrive to clinical sites on time and be prepared to deliver expected nursing care and participate fully in my learning experiences.
- I will notify my clinical preceptor of any changes in the days/times/hours that were prearranged with my preceptor.
- I will actively participate in all aspects of the clinical experiences.
- I understand that I am accountable for my personal and professional growth and will remain engaged in all learning opportunities as they support my commitment to achieving.

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 Last Name

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 First Name

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 Middle Name

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 Laker ID

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 Signature

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 Date

### Health Insurance Policy Acknowledgement



## College of Health Health Insurance Policy

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The Clayton State University College of Health adheres to the University System of Georgia Student Health Insurance Policy (USG-SHIP). This policy requires students in health related programs to carry proof of health insurance coverage.

I understand that it is my responsibility to:

- have proof of health insurance coverage prior to enrollment in clinical courses
- be able to produce proof of coverage on demand, both on-campus and at off-campus clinical sites
- continue health insurance coverage throughout my tenure in the BSDH/BSN program

I understand that per University System of Georgia guidelines, I will be automatically enrolled each semester in a discounted group health insurance plan:

- fees will be added to my student account each fall and spring/summer
- students with private health insurance can submit waiver; upon approval fees will be dropped from student account

### To Be Completed by Student

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Last Name

First Name

Middle Name

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Laker ID

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Signature

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Date

FNP Advisor Forms

CLAYTON STATE UNIVERSITY-FNP ADVISOR WORKSHEET (Full-time)

Student Name:	
Email:	Phone:

Semester Admitted to the Graduate School: Fall 202
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BSN	Major: Nursing	Minor:	Graduation Date:
MSN	Major:	Minor:	Graduation Date:
MSN	Major: FNP	Minor:	Expected Graduation Date:

A. Approved courses to be transferred from other Institutions.					
Institution	Course Number	Course Title	Semester Hours	Date Completed	Grade

B. Required Courses for the FNP Program - Fulltime						
Semester	Course Number	Course Title	Hours	Planned	Completed	Grade
Fall 202_	NURS 5503	Advanced Pathophysiology Across the Lifespan	3	Fall 202_		
	NURS 6612	Diagnostic and Clinical Reasoning FNP's	3	Fall 202_		
	NURS 6620	Advanced Health Assessment	3	Fall 202_		
Spring 202_	NURS 6630	Health Promotion and Problems of Adults and Their Families	6	Spring 202_		
	NURS 6640	Advanced Pharmacology for Advanced Practice Nurses	3	Spring 202_		
	NURS 6671	Advanced Practice Nursing Roles in Society	2	Spring 202_		
Summer 202_	NURS 6650	Health Promotion and Problems of Children and Their Families	6	Summer 202_		
	NURS 6660	Population Health and Emerging Disease	2	Summer 202_		
Fall 202_	NURS 5505	Theory and Research for Graduate Nursing Practice	4	Fall 202_		
	NURS 6681	Health Promotion and Problems of the Elderly and Their Families	6	Fall 202_		
Spring 202_	NURS 6690	Nurse Practitioner Practicum	6	Spring 202_		
	NURS 5504	Health Care Policy	3	Spring 202_		

TOTAL HOURS: 47	Last updated:
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NOTES:

Recommendations discussed with student:

\_\_\_\_\_/202\_ /Date  
Advisor

\_\_\_\_\_/Date  
Advisor

\_\_\_\_\_/Date  
Graduate Director



FNP Preceptor Agreement Form – NURS 6630



School of Nursing  
FNP Preceptor Agreement/Clinical Site Form

**NURS 6630**—Health Promotion and Problems of Adults and their Families (135 Practicum Hours)

*Course Objectives*

1. Analyze the interrelationship among the physiologic, psychological, and economic forces which influence the responses of adults to health and illness within a family framework.
2. Discuss, describe and differentiate physiologic dynamics and clinical manifestations of selected conditions commonly experienced by adults.
3. Discuss, describe and delineate comprehensive plans of management including therapeutic actions, educational, counseling, and pharmacologic and non-pharmacologic interventions and follow-up plans which promote, maintain and restore the health status of adults.
4. Discuss the rationale for determining alternative plans of management for common health problems of adults using evidence-based practice.
5. Assess the health status of adults through health history, physical examination and initiation of common screening and diagnostic procedures.
6. Provide alternatives for individual and family participation in health promotion and illness consistent with legal requirements and screening guidelines.
7. Implement plans of care for management of common acute and chronic illness using therapeutic actions, educational, counseling, and pharmacologic and non-pharmacologic interventions and follow-up plans which promote, maintain and restore the health status of adults.
8. Document comprehensive care provided for adults and families.
9. Initiate consultations and referrals for the comprehensive care of individual and family health.
10. Work collaboratively with other health care professionals in providing care.

**Directions** – This form is to be completed when a student has a practicum site request. It must be **typed** and submitted at least one semester prior to course in which the site will be used for review and approval. Electronic signatures are NOT acceptable.

**Student Information**

Semester		Year		Laker ID	
Student Name		Email		Phone	
Clinical Faculty		Email		Phone	
Is student employed at this site?	If yes, describe department and position				

Student Signature		Date	
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**Preceptor Information**

Title	First Name		Last Name	
Sex	Email (not general office email)			
GA APRN/MD/DO License #		Years in Advanced Role		
Academic Degrees		Certifications		
Clinical Specialty Area		Number of students supervising this semester		
Clinical Facility Name		Facility Type/Services Provided		
Street Address		City, State, Zip		
<b>Facility manager</b> - person responsible for facilitating contract-Clinical Affiliation Agreement				
Manager Name		Title/Position		
Manager Email		Manager Phone		

Preceptor Signature		Date	
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**NOTE:** Final Approval by Graduate Program Director – Electronically in ACEMAPP

FNP Preceptor Agreement Form – NURS 6650



School of Nursing  
FNP Preceptor Agreement/Clinical Site Form

NURS 6650—Health Promotion and Problems of Children and their Families (135 Practicum Hours)

*Course Objectives*

1. Differentiate normal transition from infancy through adolescence from changes produced by disease or abnormal developmental processes.
2. Determine physiologic dynamics and clinical manifestations of selected conditions and diseases experienced by children.
3. Analyze ethical and legal issues influencing comprehensive plans of care for minors
4. Prepare comprehensive programs of care involving teaching and guidance which promote, protect, maintain and restore the health status of children.
5. Discuss alternative treatment regimens and rationales for choices made in care delivery through evaluation of treatment results.
6. Identify local resources available for the family and child with common acute and chronic health problems.
7. Assess the health status of newborns through adolescents through health history, physical examination and initiation of common screening and diagnostic procedures.
8. Develop family centered management plans for health promotion, disease prevention and illness care.
9. Provide care using protocols/guidelines and evidence based practice for medical and drug management of common conditions of childhood consistent with ethical, legal and professional requirements.
10. Document care appropriately and consistently in accordance with standards of care and legal requirements.
11. Initiate consultations and referrals for the comprehensive care of pediatric clients and their families.
12. Work collaboratively with other health professionals in providing care.

**Directions** - This form is to be completed when a student has a practicum site request. It must be **typed** and submitted at least one semester prior to course in which the site will be used for review and approval. Electronic signatures are **NOT** acceptable.

**Student Information**

Semester	Year	Laker ID
Student Name	Email	Phone
Clinical Faculty	Email	Phone
Is student employed at this site?	If yes, describe department and position	
Student Signature	Date	

**Preceptor Information**

Title	First Name	Last Name
Sex	Email (not general office email)	
GA APRN/MD/DO License #	Years in Advanced Role	
Academic Degrees	Certifications	
Clinical Specialty Area	Number of students supervising this semester	
Clinical Facility Name	Facility Type/Services Provided	
Street Address	City, State, Zip	
<b>Facility manager</b> - person responsible for facilitating contract-Clinical Affiliation Agreement		
Manager Name	Title/Position	
Manager Email	Manager Phone	
Preceptor Signature	Date	

NOTE: Final Approval by Graduate Program Director – Electronically in ACEMAPP



FNP Preceptor Agreement Form – NURS 6681



School of Nursing  
FNP Preceptor Agreement/Clinical Site Form

NURS 6680—Health Promotion and Problems of the Older Adult and their Families (135 Practicum Hours)

*Course Objectives*

1. Differentiate normal aging, with its variable physiologic losses, from the changes associated with disease.
2. Assess the family support system and informal care-giving for the older adult with health problems.
3. Assess the functional status and activities of daily living of the older adult with healthcare problems.
4. Diagnose physical, cognitive and environmental health problems in the older adult using health history, physical examination and diagnostic data.
5. Manage common acute and chronic health problems in the older adult.
6. Discuss the role of the family nurse practitioner with an older adult in regard to health promotion, coping with functional disabilities and chronic illnesses, and potential ethical and legal issues involved with care.
7. Explore community resources available for older adult care.
8. Assess the health status of older adults through health history, physical examination and common screening and diagnostic procedures.
9. Provide alternatives for individual and family participation in health promotion and illness management.
10. Implement plans of health care using protocols for medical and drug management of elderly adult illnesses consistent with legal requirements for advanced practice nurses.
11. Document comprehensive plans of management for elderly adults and families.
12. Initiate consultations and referrals for the comprehensive care of individual and family health.
13. Analyze ethical dilemmas involved with elders and their families.
14. Apply knowledge of gerontological care in primary care. Nursing homes. Daycare settings, inpatient and emergency settings.

**Directions** - This form is to be completed when a student has a practicum site request. It must be **typed** and submitted at least one semester prior to course in which the site will be used for review and approval. Electronic signatures are NOT acceptable.

**Student Information**

Semester		Year		Laker ID	
Student Name		Email		Phone	
Clinical Faculty		Email		Phone	
Is student employed at this site?		If yes, describe department and position			
Student Signature				Date	

**Preceptor Information**

Title		First Name		Last Name	
Sex		Email (not general office email)			
GA APRN/MD/DO License #				Years in Advanced Role	
Academic Degrees			Certifications		
Clinical Specialty Area			Number of students supervising this semester		
Clinical Facility Name			Facility Type/Services Provided		
Street Address			City, State, Zip		
<b>Facility manager</b> - person responsible for facilitating contract-Clinical Affiliation Agreement					
Manager Name			Title/Position		
Manager Email			Manager Phone		
Preceptor Signature				Date	

NOTE: Final Approval by Graduate Program Director – Electronically in ACEMAPP

FNP Preceptor Agreement Form – NURS 6690



School of Nursing  
FNP Preceptor Agreement/Clinical Site Form

NURS 6690—Nurse Practitioner Practicum (180 Practicum Hours)

*Course Objectives*

1. Differentiate normal aging, with its variable physiologic losses, from the changes associated with disease.
2. Assess the family support system and informal care-giving for individuals across the lifespan with health problems.
3. Manage common acute and chronic health problems in individuals across the life span.
4. Discuss the role of the family nurse practitioner in caring for individuals across the life span.
5. Assess the health status of a variety of patients through health history, physical examination and common screening and diagnostic procedures.
6. Provide alternatives for individual and family participation in health promotion and illness management.
7. Implement plans of health care using protocols for medical and drug management of adult illnesses consistent with legal requirements for advanced practice nurses.
8. Document comprehensive plans of management for adults and families.
9. Initiate consultations and referrals for the comprehensive care of individual and family health.
10. Analyze ethical dilemmas involved with patients and their families.

**Directions** - This form is to be completed when a student has a practicum site request. It must be **typed** and submitted at least one semester prior to course in which the site will be used for review and approval. Electronic signatures are **NOT** acceptable.

**Student Information**

Semester		Year		Laker ID	
Student Name		Email		Phone	
Clinical Faculty		Email		Phone	
Is student employed at this site?		If yes, describe department and position			

<b>Student Signature</b>		<b>Date</b>	
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**Preceptor Information**

Title		First Name		Last Name	
Sex		Email (not general office email)			
GA APRN/MD/DO License #				Years in Advanced Role	
Academic Degrees			Certifications		
Clinical Specialty Area			Number of students supervising this semester		
Clinical Facility Name			Facility Type/Services Provided		
Street Address			City, State, Zip		
<b>Facility manager</b> - person responsible for facilitating contract (Clinical Affiliation Agreement)					
Manager Name			Title/Position		
Manager Email			Manager Phone		

<b>Preceptor Signature</b>		<b>Date</b>	
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NOTE: Final Approval by Graduate Program Director – Electronically in ACEMAPP

Health Assessment/History

		<b>University Health Services</b> (678)466-4940	
<b>Health Assessment/History</b>			
Student ID _____	Date of Birth ____/____/____	Age _____	Gender: M _____ F _____
Last Name _____	First Name _____	M/Maiden Name _____	
Street Address _____	City _____	State _____	Zip Code _____
Home Phone _____	Work Phone _____	Cell Phone _____	
School Email _____	Drug Allergies _____		
Emergency Contact Name: _____		Phone Number _____	

**FAMILY HISTORY** Adopted

Provide if anyone in your family (parents, grandparents, or siblings) has had any of the following; if so, list on the lines below.

No Yes <input type="checkbox"/> <input type="checkbox"/> Breast Cancer _____ <input type="checkbox"/> <input type="checkbox"/> Cancer _____ <input type="checkbox"/> <input type="checkbox"/> Diabetes _____ <input type="checkbox"/> <input type="checkbox"/> Heart attack before 50 _____  <input type="checkbox"/> <input type="checkbox"/> Congestive Heart Failure _____	No Yes <input type="checkbox"/> <input type="checkbox"/> Strokes/Blood clot _____ <input type="checkbox"/> <input type="checkbox"/> High Cholesterol _____ <input type="checkbox"/> <input type="checkbox"/> High Blood Pressure _____ <input type="checkbox"/> <input type="checkbox"/> Birth Defects / Genetic Problems or traits _____
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**PERSONAL HISTORY: Have you ever had the following: if you check yes, please circle any appropriate responses.**

No Yes <input type="checkbox"/> <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> <input type="checkbox"/> Diabetes <input type="checkbox"/> <input type="checkbox"/> Cancer <input type="checkbox"/> <input type="checkbox"/> Headaches: Tension/stress, migraines, sinus/allergy <input type="checkbox"/> <input type="checkbox"/> Epilepsy, convulsions, fainting <input type="checkbox"/> <input type="checkbox"/> Thyroid disease <input type="checkbox"/> <input type="checkbox"/> Excess hair <input type="checkbox"/> <input type="checkbox"/> Acne <input type="checkbox"/> <input type="checkbox"/> TB, Asthma <input type="checkbox"/> <input type="checkbox"/> Heart disease/murmur/Rheumatic fever <input type="checkbox"/> <input type="checkbox"/> Strokes/Blood clots <input type="checkbox"/> <input type="checkbox"/> Anemia, clotting problems, Sickle cell <input type="checkbox"/> <input type="checkbox"/> High Cholesterol <input type="checkbox"/> <input type="checkbox"/> Hepatitis, Mononucleosis, Jaundice <input type="checkbox"/> <input type="checkbox"/> Gall bladder disease <input type="checkbox"/> <input type="checkbox"/> Stomach or intestinal problems <input type="checkbox"/> <input type="checkbox"/> Urinary or bladder infections / Kidney problems <input type="checkbox"/> <input type="checkbox"/> HIV <input type="checkbox"/> <input type="checkbox"/> Hernia <input type="checkbox"/> <input type="checkbox"/> Vision Problems/Color Blindness <input type="checkbox"/> <input type="checkbox"/> Hearing Problems <input type="checkbox"/> <input type="checkbox"/> Joint Problems / Arthritis	No Yes <input type="checkbox"/> <input type="checkbox"/> Surgery? Type: _____ <input type="checkbox"/> <input type="checkbox"/> Hospitalization? Dates: _____ Types: _____ <input type="checkbox"/> <input type="checkbox"/> Breast (lumps, tumors, discharge, cysts) <input type="checkbox"/> <input type="checkbox"/> Vaginal/Penile Infections (BV, PID, Yeast, Gonorrhea, Syphilis, Genital Warts, Genital Herpes, Chlamydia, other) <input type="checkbox"/> <input type="checkbox"/> Fibroids, Tubal pregnancy <input type="checkbox"/> <input type="checkbox"/> Last Pap / Pelvic exam? _____ <input type="checkbox"/> <input type="checkbox"/> Abnormal Pap(s): _____ Date(s) done: _____ <input type="checkbox"/> <input type="checkbox"/> Treatment for abnormal pap: _____ <input type="checkbox"/> <input type="checkbox"/> Pain or bleeding w/ intercourse <input type="checkbox"/> <input type="checkbox"/> Are you concerned about your weight/eating habits? <input type="checkbox"/> <input type="checkbox"/> Anxiety, depression, anorexia, bulimia <input type="checkbox"/> <input type="checkbox"/> Do you participate in a regular exercise program? _____ <input type="checkbox"/> <input type="checkbox"/> Tobacco use? How much / day? _____ <input type="checkbox"/> <input type="checkbox"/> Alcohol use? How much / day? _____ <input type="checkbox"/> <input type="checkbox"/> Recreational drugs? How much / day? _____
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There will be a \$5.00 'No-Show' fee charged if appointment is not rescheduled or canceled 4 hours prior to appointment time.

Patient Signature \_\_\_\_\_

Date \_\_\_\_\_

05/2013

Physical Assessment



UNIVERSITY HEALTH SERVICES  
 2000 CLAYTON STATE BLVD.  
 STUDENT CENTER BLDG, RM 211  
 MORROW, GA 30260  
 P: 678-466-4940 F: 678-466-4944

**PHYSICAL ASSESSMENT:** (The following portion should be completed by your nurse practitioner or physician)

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_ DOB: \_\_\_\_\_

**SECTION I: ASSESSMENT FINDINGS**

WEIGHT	HEIGHT	TEMPERATURE	VISION	PULSE	BLOOD PRESSURE	RESPIRATION
			R			
			L			

**SECTION II: (ASSESSMENT FINDINGS - CONTINUED)**

ITEM	NORMAL	ABNORMAL	EXPLAIN/COMMENT ON ABNORMAL FINDINGS
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	
Ears	<input type="checkbox"/>	<input type="checkbox"/>	
Nose	<input type="checkbox"/>	<input type="checkbox"/>	
Tonsils/Mouth	<input type="checkbox"/>	<input type="checkbox"/>	
Neck	<input type="checkbox"/>	<input type="checkbox"/>	
Thyroid	<input type="checkbox"/>	<input type="checkbox"/>	
Heart	<input type="checkbox"/>	<input type="checkbox"/>	
Lungs	<input type="checkbox"/>	<input type="checkbox"/>	
Breasts	<input type="checkbox"/>	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	
Skin	<input type="checkbox"/>	<input type="checkbox"/>	
Joints	<input type="checkbox"/>	<input type="checkbox"/>	
Lymphatics	<input type="checkbox"/>	<input type="checkbox"/>	
Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>	
Genitalia (Male/Female)	<input type="checkbox"/>	<input type="checkbox"/>	<b>*Highly Recommended*</b> LNMP: _____ Pap: _____ Results: _____
Nervous System	<input type="checkbox"/>	<input type="checkbox"/>	

Additional comments / restrictions for clinical experience:

\_\_\_\_\_  
 (Signature of Nurse Practitioner or Physician)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 Please Print Name as it appears in Signature Line)

Medical Office Stamp