IUP Graduate Program in Nursing Handbook

Department of Nursing and & Allied Health Professions

Handbook Updated *2019-2020*

Graduate Program in Nursing

Department of Nursing and Allied Health Professions
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Program Website: www.iup.edu/rn-alliedhealth

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Welcome to the Master's Program in Nursing at IUP!

The faculty members are confident you will find this program both challenging and rewarding. We look forward to working with you throughout your studies and wish you every success in earning a Master of Science degree in Nursing.

IUP has an outstanding history of excellence. From 1871 when the Pennsylvania General Assembly legislated the establishment of a Normal School in the Ninth District at Indiana, Pennsylvania to the present, IUP has been committed to the preservation, expansion and transmission of knowledge in all its forms. As the largest state-owned university in Pennsylvania's State System of Higher Education, IUP has a primary responsibility to assess and respond to the higher educational needs of the Commonwealth and to include within its concern the needs of the nation as a whole and those of the international community at large.

Graduate work began at IUP in September 1957. Academic offerings include more than 70 graduate programs including 10 doctoral programs. In all graduate programs the objectives are to: (1) encourage excellence, and scholarship, (2) provide depth in the student's special field, and (3) stimulate enthusiasm for continued cultural and professional growth on the part of the student.

IUP's Nursing Department first opened the doors to undergraduate students in 1968. The baccalaureate and master's degree programs in nursing at Indiana University of Pennsylvania are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccrediation.org).

Faculty are experts in the areas of nursing education, nursing administration and advanced nursing practice. The classroom courses are supplemented with clinical experiences which utilize a wide variety of health care and education sites. Students find their studies exciting, challenging and rewarding and appreciate the services and support provided by the department and the university.

Recognizing the national and regional demand for nurse educators, the department submitted a proposal for a PhD in Nursing program which was approved by the Pennsylvania State System Board of Governors in January 2008. The first cohort began with the Fall 2008 term.

The PhD in Nursing program is designed for nurses interested in pursuing a career in academia with a research focus on nursing education. Graduates are prepared to assume leadership roles in diverse teaching environments as professors and educators.

Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college.

Almost 13,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Nursing and Allied Health Professions (DNAHP)

The faculty members are confident you will find this program both challenging and rewarding. We look forward to working with you throughout your studies and wish you every success in earning a Master of Science degree in Nursing.

Vision Statement

The DNAHP will have a significant impact on health, especially in the rural environment, through education, scholarship, service and partnerships. The department will sustain high-quality programs and will serve as a catalyst for healthcare careers and professional development.

College of Health and Human Services

Mission Statement

The mission of the College of Health & Human Services serves the public interest by providing a quality education to prepare students for applied professional disciplines. Graduates will affirm high personal and professional standards, provide leadership, and be committed to creating and advancing knowledge in their disciplines.

DNAHP Objectives

The Department of Nursing and Allied Health Professions is strongly committed to quality undergraduate and graduate education in the health professions.

- We strive to meet the diverse needs of students.
- Partnerships and teamwork are key elements in our education, scholarship and service.
- We prepare students for leadership in the health professions.

DNAHP Philosophy

The philosophy of the programs of nursing is consistent with the mission of Indiana University of Pennsylvania and the College of Health and Human Services. The Nursing faculty believe in preparing future graduates to practice within a complex healthcare system and assume the roles of provider of care, designer/manager/coordinator of care, and member of a profession. The nursing faculty make a dynamic contribution to the discipline of nursing, the university, college, department, and community at large. Faculty also aid student development and success through active learning, discovery, and civic engagement. The faculty believes in preparing nurse generalists at the baccalaureate level, nurse educators and administrators at the master's level, and researchers, educators, and leaders at the doctoral level. The baccalaureate degree in nursing and master's degree in nursing at Indiana University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education. The nursing faculty embraces an eclectic approach to our philosophical framework incorporating nursing education, systems, and care theories. We believe our philosophical framework incorporates the following concepts of person, environment, health, nursing, education, and caring.

The person is a synergistic blend of body, mind, and spirit with unique beliefs, ideas, and expectations. Persons are individuals with diverse ethnicity, age, gender, religion, lifestyle, genetic heritage, culture, and socioeconomic status. The person has the right and responsibility to participate in decisions which affect his/her health. Nurses, as persons, provide care for such populations across the health-illness continuum in a variety of settings, and we believe that, as care providers, nurses need care for self in order to provide holistic care for other persons.

Environment is a system of individuals, families, groups, communities, and populations where the person is in a constant interaction with internal and external environments. Through system interactions the person influences and is influenced by the environment.

Health is a state of complete physical, mental, spiritual, and social well-being and not merely the absence of disease or infirmity. Health is determined by the ability to adapt to internal and external environmental changes and maintain a dynamic equilibrium.

Nursing is a caring profession which promotes health by assisting the person to adapt to internal and external environmental changes. Nursing practice is based on holistic, caring, ethical, and legal frameworks. Nurses provide safe and high-quality care that incorporates therapeutic relationships established with the person in the global health system. Nursing incorporates the use of scientific nursing practice, research, critical thinking, clinical reasoning, and judgment to address simple to complex situations. The nurse utilizes evidenced-based practice guidelines to provide high-quality, cost-effective care for patients in and across all environments.

Education is a dynamic, developmental, and collaborative process that fosters life-long and self-directed learning while helping to develop critical thinking and personal and professional growth. We believe nurses must engage in continuous professional development and assume accountability and responsibility for one's own and delegated nursing care.

Caring is a value that perceives the needs of others and responds to those needs in a way beneficial to the patient as well as the nurse. It is both active and emotive. Caring is evident through respect of persons, understanding, compassion, and competence and is essential to the practice of nursing. The nurse and the patient cultivate sensitivity to one another in order to optimize caring and well-being.

—Watson, J. (2008). *Nursing: The Philosophy and Science of Caring.* Boulder, Colorado: University Press of Colorado.

Master's Program

The Master of Science in Nursing is designed to prepare registered nurses for leadership roles in advanced nursing practice as nurse administrators or nurse educators. It also serves as a foundation for doctoral study. The master's degree program in nursing at Indiana University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

At the graduate level the Master's program prepares graduates to:

- Provide leadership that influences quality outcomes in the healthcare and educational environments.
- Synthesize advanced skills, professional attributes, and scientific knowledge into Master's level nursing practice roles.
- Employs strategies to translate evidence, to improve practice and associated outcomes.
- Utilize effective communication strategies across diverse healthcare and educational settings.
- Utilize evaluation strategies to analyze practice and advocate for change.

Faculty and Staff

Faculty with Graduate Teaching Eligibility

Faculty Member	*Office Location*	*Phone Number*	*E-mail Address*
Dr. Johanna Boothby	253 Johnson Hall	724-357-3421	J.E.Uncapher@iup.edu
Dr. Theresa Calderone	225 Johnson Hall	724-357-3251	Theresa.Calderone@iup.edu
Dr. Kristy Chunta	223 Johnson Hall	724-357-3091	KChunta@iup.edu
Dr. Taylor Edwards	226 Johnson Hall	724-357-7988	T.E.Edwards@iup.edu
Dr. Michele Gerwick	217 Johnson Hall	724-357-3090	mgerwick@iup.edu
Dr. Julia Greenawalt	222 Johnson Hall	724-357-3256	Jgreen@iup.edu
Dr. Theresa Gropelli	211 Johnson Hall	724-357-2279	Theresa.Gropelli@iup.edu
Dr. Riah Hoffman	214 Johnson Hall	724-357-3265	R.L.Skavang@iup.edu
Dr. Lora Hromadik	229 Johnson Hall	724-357-3261	L.K.Ott@iup.edu
Dr. Pamela O'Harra	227 Johnson Hall	724-357-3255	P.S.Oharra@iup.edu
Dr. Lisa Palmer	221 Johnson Hall	724-357-3260	LPalmer@iup.edu
Dr. Diana Rupert	255 Johnson Hall	724-357-3423	D.L.Rupert@iup.edu
Dr. Joyce Shanty	243 Johnson Hall	724-357-3257	Joyce.Shanty@iup.edu
Dr. Teresa Shellenbarger	246 Johnson Hall	724-357-2559	TShell@iup.edu
Dr. Edith West	231 Johnson Hall	724-357-3263	Edith.West@iup.edu
Dr. Nashat Zuraikat	236 Johnson Hall	724-357-3262	Zuraikat@iup.edu

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Dr. Nashat Zuraikat, **Master's Program Coordinator**
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Admission

An applicant must have achieved a bachelor's degree and successful completion of a basic nursing program accredited by the Commission on Collegiate Nursing Education or the National League for Nursing Accrediting Commission, and have a current licensure as a registered nurse in any state in the U.S. Pennsylvania licensure is required before students begin clinical courses. Students should also have a minimum QPA of 3.0 (4.0 scale) if they graduated with the BSN within five years of the application date. If the bachelor's degree is older than five years, the minimum QPA required is 2.6. Evidence of course work in statistics and research methodology and design is also required. For international graduate students who do not meet the TOEFL requirements, consider the Provisional Admission Program through the American Language Institute Intensive English Program. Students who successfully complete nine credits through the Bridge program are eligible to waive the TOEFL/IELTS requirements. International transfer students who have successfully completed six graduate level transfer credits at another US college or university may be eligible to waive the TOEFL/IELTS requirement. Applicants must also meet the general requirements for admission to the School of Graduate Studies and Research.

To be considered for admission, the following items must be submitted to IUP's Admission Office:

- Application form: Apply online at *www.iup.edu/admissions/graduate/howto*
- Successfully completed an accredited nursing program
- A bachelor's degree (not necessarily in the field of nursing)
- Current licensure as a registered nurse
- A minimum QPA of 3.0 on a 4.0 scale if your degree has been completed within five years of the application date. If your degree is older than five years, the minimum QPA is a 2.6 on a 4.0 scale.
- Evidence of coursework in statistics and research.
- Official transcripts from all colleges and universities attended, including those institutions from which a degree was not earned.
- Signed and dated statement of career and academic goals
- Two letters of recommendation
- $50 nonrefundable application fee
- GRE scores are not required

For International Student Admissions:

- TOEFL score of 540 or above or IELTS score of 6
- Current nursing license from home country

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Financial Assistance

For information about financial aid contact the Office of Financial Aid.
Office of Financial Aid: *www.iup.edu/financialaid/*
Additional information may also be found at:
http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/

Graduate Assistantships (GA)
Each year the Department of Nursing and Allied Health Professions is allocated a limited amount of funding to hire Graduate Assistantships. Assistantship awards are based upon academic achievement. To be considered for a graduate assistantship, the following requirements must be:

- Admitted to the School of Graduate Studies and Research following the procedures outlined in the Catalog.
- Newly admitted students can indicate their interest in a GA position on their admission application. Returning students should contact the program coordinator.
- Successful completion of the Departmental Review Process.

Purpose of the Graduate Assistantship Program
The purpose of the graduate assistantship program is to provide mutual professional development opportunities for the graduate student and the faculty mentor. The graduate assistant program is one important way in which the School of Graduate Studies and Research supports research and scholarship at IUP.

GA Employment
Graduate assistant position awards will include a stipend and a tuition dollar award. To qualify for an 8 or 10- hour graduate assistant (GA) position, students must be registered for 6 credits in the fall and spring semesters. Upon completion of a GA award processing and approval an awards letter and agreement will be sent to the student via IUP email. The student should review the agreement, sign it and return it by the stated deadlines. This is viewed as a binding work commitment. The student will need to complete payroll forms and background clearances before the GA appointment can begin.

Academic Advisement

Students are assigned an academic advisor within the DNAHP at the time of admission. The advisor is responsible for assisting the student with the development, and implementation of the Program of Studies Plan. All students follow the cohort model for scheduled classes. However, in the event that a student must digress from the Program of Studies Plan, changes must be approved by the advisor BEFORE the student registers for classes. The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc.

Students receive information from their advisor each semester prior to registering for course work. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion. The Master's Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements. Students may also refer to the School of Graduate Studies and Research catalog for additional policy information. www.iup.edu/graduatestudies/catalog/

APA Citation Policy

All written assignments should follow APA-style guidelines. Students should include in-text citations when using direct quotes and reference pages, as applicable. This includes any format of written assignments. Additional resources are available at https://www.apastyle.org.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/ | 724-357-4511
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/ | 724-357-2207
Office of the Registrar: www.iup.edu/registrar/ |724-357-2217:
Department for Disability Access and Advising: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/ | 724-357-4530
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/ |724-357-3029
IUP Career and Professional Development Center http://www.iup.edu/career/
IUP Parking Services and Visitor Center http://www.iup.edu/parking/ |724-357-2141
University Police http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master's Program in Nursing

The Master of Science in Nursing program offers two 36-credit tracks, the Nursing Administration track and the Nursing Education track for baccalaureate prepared registered nurses. Nurse administrators assume leadership roles as health care leaders and assume a critical role in health care decision making; in managing health care members, patients, and finances; and in evaluating outcomes in health care settings. Nurse educators assume roles as faculty nurse educators in academic and health care settings.

The curriculum includes 24 credits in graduate nursing core courses which students in both tracks will complete. Students will also complete an additional 12 credits in specialty courses related to their specific track.

Required Core Courses
(24 semester hours)
NURS/HSAD 555 Healthcare Informatics
NURS 610 Health Promotion and Social Issues
NURS/HSAD 614 Health Policy and Advocacy
NURS 619 Leadership in Healthcare
NURS 623 Translating Research into Nursing Practice
NURS 628 Advanced Professional Role Development
NURS 629 Healthcare Quality and Safety
NURS 744 Advanced Nursing Roles Capstone

Administrative Track Courses
(12 semester hours)
NURS 729 Nursing Administration
NURS 730 Financial Management in Healthcare
NURS 732 Organizational Behavior in Healthcare Administration
Elective or Additional Administrative Track Course

Education Track Courses
(12 semester hours)
NURS 721 Advanced Clinical Practice for the Nurse Educator
NURS 722 Measurement and Evaluation in Nursing Education
NURS 723 Program Development in Nursing Education
NURS 725 Teaching Strategies for Nursing Curricula

***Electives** - Students in administration tracks may choose electives from IUP courses that are appropriate for their needs and interests as they work toward meeting the program objectives. Advisors will approve elective choices. Three credits of NURS 795 Thesis may be substituted for electives.
Students who choose the Thesis option may graduate with more than the required 36 credits.

Visit www.iup.edu/graduatestudies/catalog for course descriptions.

Simulation and Technology Certificate of Recognition (COR)

The Simulation and Technology Certificate of Recognition (COR) will present an avenue to prepare nurses and faculty for roles in clinical practice and education including those teaching in licensed practical nurse (LPN), pre-licensure registered nurse (RN), graduate nursing, and staff development settings. The COR program will provide courses that focus on leadership, pedagogical teaching strategies, curriculum design or evaluation methods, designing, implementing, and evaluating simulation scenarios, informatics, teaching via distance education, and the use of technology in the classroom and clinical settings.

The Simulation & Technology COR prepares graduates to:

- Utilize pedagogical principles to design, implement, and evaluate simulation as a teaching/learning strategy.
- Develop realistic simulation scenarios for clinical instruction.
- Employ appropriate strategies to evaluate student learning using simulation and technology.
- Effectively use current technologies in academic or clinical practice settings.
- Incorporates technology as a nurse leader in clinical or academic settings.

COR requirements:

Students must successfully complete 12 credits of the required courses:
NURS/HSAD 555 – Health Care Informatics
NURS 711 – Simulation in Nursing Education
NURS 864 – Technology in Nursing Education

Education students select one course 722/723/725

*NURS 722 – Measurement and Evaluation in Nursing Education
*NURS 723 – Program Development in Nursing Education
*NURS 725 – Teaching Strategies for Nursing Curricula

Administrative students select one course 619/729/732

* NURS 619 – Leadership Strategies in Healthcare
* NURS 729 – Nursing Administration
* NURS 732 – Organizational Behavior in Healthcare Administration

Course Descriptions

NURS/HSAD 555 Healthcare Informatics 3 cr.

This course focuses on aspects of acquiring, storing, retrieving, and effectively utilizing health information to support decision making, knowledge, and outcomes. Combines concepts, theory, and practice from the cognitive, computer, and information sciences.

NURS 610 Health Promotion and Social Issues 3 cr.

This course introduces students to current social issues, models, and evidence-based research in health promotion, disease prevention and population health relevant to individuals and communities. Students will explore individual and population health promotion assessment, health behavior interventions, and disease prevention in diverse populations to improve patient and population health outcomes. Students are expected to develop and implement an intervention and prevention plan which addresses individual and population health problems. Critiquing research and evidence-based practice relevant to population health will be addressed.

NURS/HSAD 614 Health Policy and Advocacy 3 cr.

This course focuses on the legislative, regulatory, political and advocacy issues including safeguarding autonomy, and promoting social justice process that impacts the health care delivery services in the United States. Students will examine the impact of policy and politics on health care, social equity, accessibility, cost, and affordability. Students will examine their role in health policy development at the federal, state, and local level. Selected policies will be analyzed for their effect on social issues, health care finance and delivery. The influence of global health will be explored.

NURS 619 Leadership Strategies in Health Care 3 cr.

This course will provide an overview of the characteristics and qualities needed for leadership in health care. Leadership theories and how they apply to health care will be discussed. Career planning, leadership development, and aspects of the leadership role, and gender perspectives will be explored. Strategies for managing leadership challenges will be reviewed including change process.

NURS 623 Translating Research into Nursing Practice 3 cr.

The course emphasizes how research can contribute to the improvement of nursing practice. Students will identify nursing problems and questions that can be answered with research evidence. Rigorous appraisal of the evidence will allow students to determine the quality and relevance for integrating findings into practice and assessing implementation potential. Students will develop evidence-based practice protocols that will translate research findings into nursing practice.

Pre-requisites: NURS 610, NURS 619

*This course is taught over 14 weeks.

NURS 628 Advanced Professional Role Development 3 cr.

Analysis of the current and changing roles of advanced nursing in the current healthcare environment. Provides opportunities for reflection upon personal career development. Emphasis is placed on the development of a variety of professional communication and presentation skills needed for the advanced nursing role. Students will prepare an article appropriate for a professional journal and deliver a professional presentation. Skills in resume/vitae writing and grant writing will also be included. Opportunities will be provided for development of skills that enhance the advanced nurse's ability to work collaboratively with others.

NURS 629 Healthcare Quality and Safety 3 cr.

This course is designed to teach students to critically evaluate safety and quality in the health care arena. Students will be introduced to the agencies and resources involved with patient safety and health care quality monitoring. Knowledge of the impact of patient safety initiatives, resources, and regulations on practice and the use of benchmarks and quality improvement models to improve practice will be presented. Students will learn to evaluate current practice, identify a safety or quality issue, design, and implement a plan of correction.

NURS 711 Simulation in Nursing Education 3 cr.

This course provides a foundation for the nurse educator to use simulation in nursing education. Students will explore the use of theoretical frameworks for developing simulations and focus on designing, implementing, and evaluating simulation scenarios. Students will incorporate reflection/debriefing in simulation teaching learning experiences.

NURS 721 Advanced Clinical Practice for the Nurse Educator 3 cr.

This course will prepare the nurse educator in advanced pharmacology, pathophysiology, and physical assessment. Students will have the opportunity to demonstrate safe quality care based on evidenced based practice. Use of case studies and clinical activities will provide the student with opportunities to apply course content using an inter-professional approach. Students will develop a teaching module as a final project of the course.

Pre-requisites: NURS 723, NURS 725

NURS 722 Measurement and Evaluation in Nursing Education 3 cr.

This course presents various methods of evaluating programs, classroom, and clinical performance in nursing. Students will develop classroom and clinical examinations for nursing. Principles of test construction and methods for developing various test items as a means of measuring critical thinking in nursing students will also be addressed. Social, ethical and legal issues of evaluation are included.

NURS 723 Program Development in Nursing Education 3 cr.

This course focuses on the process of program development for nursing education in a variety of levels and settings based upon program assessment strategies. The major issues of program development, revision, and evaluation that challenge nurse educators are also addressed. The role of accreditation agencies in program development and evaluation is also studied. Students are given opportunities to plan a curricular program that addresses future education needs of the nursing profession.

NURS 725 Teaching Strategies for Nursing Curricula 3 cr.

Explores the various teaching strategies used in nursing classroom and clinical settings for students with diverse needs. Learning theory will be integrated into the role of the nursing educator. Social, ethical, and legal issues related to teaching in the classroom and clinical setting will be analyzed.

NURS 729 Nursing Administration 3 cr.

Concepts and theories related to the management process are used to examine the roles and responsibilities of the nurse manager in health care organizations. The influences of environment and technology as well as issues and trends that impact on nursing management are explored.

NURS/HSAD 730 Financial Management in Health Care 3 cr.

This course will provide an opportunity for students to examine the financial decision-making processes used by health care administrators. Emphasis will be placed on understanding health care payment systems, assessing and developing financial plans, and making financial decisions in a variety of health care settings.

NURS 732 Organizational Behavior in Health Care 3 cr.

This course provides the student with knowledge of advanced concepts and theories in health care organizations. Students will explore the role and responsibilities of the health care administrators dealing with issues and problems related to human resource management, staff development, strategic planning, organizational culture and climate, marketing strategies and cultural diversity in health care settings.

NURS 744 Advanced Nursing Roles Capstone 3 cr.

Students will examine issues that impact nurses in advanced administrator or educator roles. Through a mentored immersion experience student will demonstrate integration of advanced nursing knowledge in the health care and/or education setting. This course provides students an opportunity to develop a culminating advanced role project that uses research, critical thinking

and leadership skills to address an identified need in the health care and/or education setting.

Pre-requisites: NURS 722, 723, 725 and NURS 623 **or** NURS 729, 730 and NURS 623 **or** by permission

*This course is taught over 14 weeks.

M.S in Nursing
Course Offerings Plan for Administration Track
Fall 2019 Part-time Study Plan

The master's degree program in nursing at Indiana University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). It is designed to prepare the graduate for an advanced-practice nursing role as a nurse educator and serves as a foundation for doctoral study. The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Fall 2019

NURS 614	Health Policy and Advocacy
NURS 628	Advanced Professional Role Development

Spring 2020

NURS 610	Health Promotion and Social Issues
NURS 730	Financial Management in Health Care

Summer 2020

NURS 619	Leadership Strategies in Healthcare

Fall 2020

HSAD 555	Healthcare Informatics
NURS 629	Healthcare Quality and Safety

Spring 2021

NURS 623	Translating Research into Nursing Practice
NURS 729	Nursing Administration

Summer 2021

NURS 732	Organizational Behavior in Healthcare Administration

Fall 2021

NURS 744	Advanced Nursing Roles Capstone
Elective	NURS 721 Advanced Clinical Practice for the Nurse Educator

- Courses may be taught in a hybrid or 100% online format
- Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- Course sequencing is subject to change and dependent upon adequate enrollment

Information on course offerings for the graduate nursing program is available at www.iup.edu/MyIUP under "University Course Offerings"

M.S in Nursing
Course Offerings Plan for Education Track
Fall 2019 Part-time Study Plan

The master's degree program in nursing at Indiana University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). It is designed to prepare the graduate for an advanced-practice nursing role as a nurse educator and serves as a foundation for doctoral study. The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Fall 2019

NURS 614	Health Policy and Advocacy
NURS 628	Advanced Professional Role Development

Spring 2020

NURS 610	Health Promotion and Social Issues
NURS 723	Program Development in Nursing Education

Summer 2020

NURS 619	Leadership Strategies in Healthcare

Fall 2020

HSAD 555	Healthcare Informatics
NURS 629	Healthcare Quality and Safety

Spring 2021

NURS 623	Translating Research into Nursing Practice
NURS 725	Teaching Strategies in Nursing Education

Summer 2021

NURS 722	Measurement and Evaluation in Nursing Education

Fall 2021

NURS 721	Advanced Clinical Practice for the Nurse Educator
NURS 744	Advanced Nursing Roles Capstone

- Courses taught in a 100% online format
- Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- Course sequencing is subject to change and dependent upon adequate enrollment

Information on course offerings for the graduate nursing program is available at www.iup.edu/MyIUP under "University Course Offerings"

M.S in Nursing
Course Offerings Plan for Administration Track
Spring 2020 Part-time Study Plan

The master's degree program in nursing at Indiana University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). It is designed to prepare the graduate for an advanced-practice nursing role as a nurse educator and serves as a foundation for doctoral study. The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Spring 2020

NURS 610	Health Promotion and Social Issues
NURS 730	Financial Management in Health Care

Summer 2020

NURS 555	Healthcare Informatics
NURS 619	Leadership Strategies in Healthcare

Fall 2020

NURS 614	Health Policy and Advocacy
NURS 628	Advanced Professional Role Development

Spring 2021

NURS 623	Translating Research into Nursing Practice
NURS 729	Nursing Administration

Summer 2021

NURS 629	Healthcare Quality and Safety
NURS 732	Organizational Behavior in Healthcare Administration

Fall 2021

NURS 744	Advanced Nursing Roles Capstone
Elective	

- Courses may be taught in a hybrid or 100% online format
- Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- Course sequencing is subject to change and dependent upon adequate enrollment

Information on course offerings for the graduate nursing program is available at www.iup.edu/MyIUP under "University Course Offerings"

M.S in Nursing
Course Offerings Plan for Education Track
Spring 2020 Part-time Study Plan

The master's degree program in nursing at Indiana University of Pennsylvania is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). It is designed to prepare the graduate for an advanced-practice nursing role as a nurse educator and serves as a foundation for doctoral study. The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Spring 2019

NURS 610	Health Promotion and Social Issues
NURS 723	Program Development in Nursing Education

Summer 2020

NURS 555	Healthcare Informatics
NURS 619	Leadership Strategies in Healthcare

Fall 2020

NURS 614	Health Policy and Advocacy
NURS 628	Advanced Professional Role Development

Spring 2021

NURS 623	Translating Research into Nursing Practice
NURS 725	Teaching Strategies in Nursing Education

Summer 2021

NURS 629	Healthcare Quality and Safety
NURS 722	Measurement and Evaluation in Nursing Education

Fall 2021

NURS 721	Advanced Clinical Practice for the Nurse Educator
NURS 744	Advanced Nursing Roles Capstone

- Courses may be taught in a hybrid or 100% online format
- Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- Course sequencing is subject to change and dependent upon adequate enrollment

Information on course offerings for the graduate nursing program is available at www.iup.edu/MyIUP under "University Course Offerings"

Evaluation of Students

Candidacy/Qualifier Exam

This information does not pertain to and is not required by Masters in Nursing curriculum.

Comprehensive Exam

This information does not pertain to and is not required by Masters in Nursing curriculum.

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Degree Completion

Academic Good Standing

IUP master's students must maintain a minimum of 3.0 (B) cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

A student repeating a core course for the second time (following an F grade), who fails to earn a passing grade is dismissed.

Graduation Application Process

Graduate students are required to apply for graduation by the established deadlines. The graduation application process is an online function at www.iup.edu/myiup. It is the student's responsibility to submit the application by the appropriate deadline date.

Students will be invited to participate in the University's commencement ceremony scheduled in May and December of their graduation year. Students graduating in August have the option of participating in the May ceremony. Students that will graduate in January can participate in the December ceremony.

Details about commencement may be found at www.iup.edu/commencement.

Graduation Date	On-line Application Deadline Date
May Graduation	May 1
August Graduation	August 1
December Graduation	December 1

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Thesis

Thesis/Dissertation Defense Department Process or Protocol
This information does not pertain to and is not required by Masters in Nursing curriculum.

Evaluation Outcome for Dissertation and/or Thesis

Thesis/Dissertation Defense Department Process or Protocol about how the dissertation and/or thesis are evaluated and possible results and what they mean for the student. For example, pass, pass with revisions, revise and resubmit, fail.

This information does not pertain to and is not required by Masters in Nursing curriculum.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Dr. Nashat Zuraikat at Zuraikat@iup.edu or 724- 357-3262 or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy
For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action
Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

This information does not pertain to and is not required by Masters in Nursing curriculum.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Graduate Fresh Start Policy

For more information regarding University policy, view the Graduate Catalog: https://www.iup.edu/graduatestudies/catalog/university-policies/

View the Graduate School Webpage: https://www.iup.edu/graduatestudies/.../graduate-fresh-start-policy/

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is

established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University though the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed, and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the Program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violations(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process**. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination

The Masters in Nursing program does not have candidacy/comprehensive examination.

Registration

http://www.iup.edu/registrar/students/registration/
For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Students will be assessed a ***late registration fee*** if their initial registration for courses occurs during the following time frame:

- $100 will be assessed if the initial fall registration occurs after the last day of the spring semester
- $200 will be assessed if the initial fall registration occurs on or after the first day of classes for the semester

New students, transfer students, and readmitted students are exempt from this fee their first term of readmission. Fee only applies to fall and spring semesters (not summer).

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/
For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violations(s). All evidence supporting the *alleged* violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR can rescind the dismissal.

Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (**1/3)** of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (**1/3)** graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (**1/3)** of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in any course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research, click on Current Students: http://www.iup.edu/graduatestudies/

Research

Graduate Student Research Grants

The School of Graduate Studies and Research provides support (up to $1,000 per year) to graduate students in support of their research project, creative project, thesis, or dissertation. Applications for support must reflect excellent academic scholarship and must carefully follow the proposal guidelines which are available at www.iup.edu/graduatestudies; click *"students" under the "Research Tab" on the right hand of the page*. The deadline for submission of an application is the first Monday in November and the first Monday in February.

Graduate Student Outstanding Research Awards

The School of Graduate Studies and Research recognizes graduate students who have completed what their academic departments believe to be outstanding research projects during the academic year. Three to five $100 awards are made, on a competitive basis, to graduate students each spring, following a review of a faculty nomination letter and a completed proposal. Guidelines are available at www.iup.edu/graduatestudies; click *"students" under the "Research Tab" on the right hand of the page.*

Applied Research Lab: www.iup.edu/arl/
For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Department/Program Awards

Graduate Student Research Grants

The School of Graduate Studies and Research provides support (up to $1,000 per year) to graduate students in support of their research project, creative project, thesis, or dissertation. Applications for support must reflect excellent academic scholarship and must carefully follow the proposal guidelines which are available at www.iup.edu/graduatestudies; click *"students" under the "Research Tab" on the right hand of the page.* The deadline for submission of an application is the first Monday in November and the first Monday in February.

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Graduate Student Professional Development Fund

Graduate students can apply for up to $300 to support their participation in scholarly and creative activities that add to professional development in a significant way. The graduate student must provide a clear description of the proposed activity and explain how it adds to his or her scholarly development. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly goals and educational progress. Examples of eligible activities include: serving as a moderator, discussant or session chair at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning experience, is not eligible for support. Guidelines and applications are available at www.iup.edu/graduatestudies; click *"students" under the "Research Tab" on the right hand of the page.*

Funding for Graduate Student Travel to Present Papers

This fund supports graduate students currently enrolled in a doctoral or master's program who are presenting papers at professional meetings. Doctoral and master's students may apply for up to a total of $750 in funding for the fiscal year (with $500 maximum per conference).

Application and instructions for the student travel are available at www.iup.edu/graduatestudies; click *"students" under the "Research Tab" on the right hand of the page.*

Marian A. Murray Scholarship

Awarded to a graduate student in the field of nursing. Scholarship is based on academic achievement and professional involvement. The Department of Nursing faculty shall make selection for the annual award.

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the graduate Catalog: www.iup.edu/graduatestudies/catalog/

Department of Nursing and Allied Health Professions – Master's in Nursing Program
Portfolio Guidelines

Definition: A portfolio is a collection of items which represent the student's assessment of her/his progress toward achieving the outcomes for the master's degree in nursing program.

Purpose: The portfolio project will enable the student to

* become fully aware of program outcomes
* focus course work and other professional activities on topics and projects that will facilitate achievement of program outcomes and personal, professional goals
* track progress in meeting program outcomes and personal goals
* reflect on projects and activities in a manner that will support synthesis of knowledge, values and skills essential for an advanced practice nurse
* support the development of communication skills

The portfolios also assist faculty in program evaluation and accreditation activities.

Requirements: As part of the graduation requirements, each student is required to develop a portfolio according to the stated guidelines. **The portfolio will include an entrance CV, final CV, and final Reflection narrative and completed rubric.**

Students are required to submit a copy of their curriculum vitae (CV) within the first semester of study. During the final semester of study students will submit a final CV and Reflection. The final CV will be compared to the original CV to assess growth in the following areas: professional growth, service, and continuing education.

Students will also complete the final Reflection rubric indicating how the courses and course assignments assisted them in meeting the student learning outcomes of Leadership, Role, Research, Communication, and Critical decision making. In addition, students will submit a two-page narrative elaborating on how they achieved each of the student learning outcomes and reflecting on their personal and professional growth in the program. The final portfolio including CV, and final Reflection rubric and narrative is due the semester in which the student graduates (April 1st for May & August graduates, November 1st for December graduates).

Revised 3/19

Curriculum Vitae (CV) Guidelines

A curriculum vitae or CV is a record of an individual's professional profile. All students will submit an electronic copy of their CV during the first semester of study. **During the student's final semester of study an updated CV will be submitted by April 1st (May and August graduates) or November 1st (December graduates).** The Final CV will be compared to the student's entrance CV to determine growth in the following areas: professional growth, service, and continuing education. The CV is part of the student's portfolio project and is a graduation requirement.

The *CV Critique Rubric* will be used for calculating the total CV score.
(See attached)
Include the following categories in your CV. Items with an ***** are **critical elements and must be included.**

- Name*
- Address*
- Contact Information* (i.e., home/work telephone numbers, e-mail address)
- Education*
- Work History (most recent employment listed first) *
- Professional Growth*
  - Certifications
  - Professional Memberships
  - Presentations
  - Publications
- Professional Service*
  - Unit and hospital-based committees
  - Local and regional community service activities
- Continuing Education*
  - Include title of program, location, date, and number of CE credits.

Additional CV development information:

- List education and work experience beginning with the most recent experiences and going back in time
- **Include dates and type of involvement for activities, service, membership, etc.**
- Be consistent in your use of abbreviations
- Include site/location for committee participation
- Include only pertinent professional work experience and activities
- Font size 11-12 points using Arial, Calibri, or Times New Roman styles
- Use proper grammar and spelling

Curriculum Vitae (CV) Critique Rubric

Student Name: _____Peer Evaluator: _____ _____

Directions: Be sure to include the following categories/content on the CV.

Skill	Advanced	Proficient	Basic	Minimal/ Needs Growth	Total
Ranking Points	10	7	4	1	
PROFESSIONAL GROWTH Publications such as: -Newsletter article for local chapter or hospital -Professional peer-reviewed journal Presentations such as: -Local council meeting or unit presentation on education or research topic -Hospital based poster Presentation Certifications Professional Memberships	▪ Multiple examples of advanced professional growth in one or two of the categories.	▪ Proficient professional growth in one or more of the categories.	▪ Basic professional growth in at least one of the categories.	▪ Minimal or lacking information; Need for professional growth in at least one of the categories.	
Ranking Points	10	7	4	1	
SERVICE Work Related Committees such as: -Unit quality committee -Hospital-wide council -Other committee service Community service activities: -Educational program provided to local agencies -Service activities related to professional practice (i.e. AHA heart walk, Relay for life)	▪ Multiple examples of advanced professional service in one or more of the categories.	▪ Proficient professional service in one or more of the categories.	▪ Basic professional service in at least one of the categories.	▪ Minimal or lacking information; Need for professional service in at least one of the categories.	

Skill	Advanced	Proficient	Basic	Minimal/ Needs Growth	Total
Ranking Points	10	7	4	1	
CONTINUING EDUCATION (CE) PAST 2 YEARS including program type, location, number of CEU credits	▪ CE related to clinical practice, teaching, or administrative area. CE exceeds PA State Board requirements	▪ CE related to clinical practice, teaching, or administrative area. CE exceeds PA State Board requirements	▪ CE not related to clinical practice, teaching, or administrative area or does not meet PA State Board requirements	▪ CE not related to clinical practice, teaching, or administrative area and does not meet PA State Board requirements	
Ranking Points	10	7	4	1	
PRESENTATION/ FORMAT & SPELLING/GRAMMAR	▪ Balanced margins, special effects, and fonts appropriate ▪ Format highlights strengths and information and is complete. ▪ Aesthetic appearance and adequate white space; ▪ No spelling/ grammar errors	▪ Some balanced margins or use of special effects ▪ Format identifies strengths and information but may have a few missing details ▪ Appropriate fonts and point size used; Good aesthetic appearance and appropriate white space ▪ 1-2 spelling/ grammar errors	▪ Somewhat balanced margins ▪ Format identifies strengths and information but has missing information ▪ No variation in fonts and/or point size; Not enough white space or lack of aesthetic appearance ▪ 3-4 spelling/ grammar errors	▪ Unbalanced margins ▪ Format detracts from strengths and information ▪ Fonts distract from readability; Too much or not enough white space; lacking aesthetic appearance ▪ 5-6 spelling/ grammar errors	
					TOTAL SCORE:

Comments

NAME_____ Date_____

Final Reflection Rubric

The purpose of this reflection is to have you, the student, reflect on your program of study and identify how the program helped you to achieve the student learning outcomes of leadership, role, research, communication, and critical decision making. Following each prompt below, please complete the rubric. Students will also submit a two-page narrative elaborating on how they achieved each of the student learning outcomes and reflecting on their personal and professional growth in the program. The completed Final Reflection is part of the portfolio project and is a graduation requirement. Completed reflections are due by April 1st (May graduates) or November 1st (December graduates).

Criteria	5	3	1	0
Leadership	All or almost all the courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.	Most courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.	Few of the courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.	None of the courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.
Circle the appropriate response above (5-3-1 or 0) and include in your reflection which course(s) or course activities helped you to apply leadership concepts to influence quality outcomes in the healthcare and/or educational environments.				
Criteria	**5**	**3**	**1**	**0**
Role	All or almost all the courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.	Most courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.	Few of the courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.	None of the courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.
Circle the appropriate response above (5, 3, 1 or 0) and include in your reflection which course(s) or course activities helped you to synthesize advanced skills, professional attributes, and scientific knowledge into Master's level nursing practice roles.				

Criteria	5	3	1	0
Research	All or almost all the courses help the graduate to employ strategies to translate evidence, to improve practice, and associated outcomes	Most courses help the graduate to employ strategies to translate evidence, to improve practice, and associated outcomes	Few of the courses help the graduate to employ strategies to translate evidence, to improve practice, and associated outcomes	None of the courses help the graduate to employ strategies to translate evidence, to improve practice, and associated outcomes
Circle the appropriate response above (5, 3, 1 or 0) and include in your reflection which course(s) or course activities helped you to employ research strategies to translate evidence, to improve practice and associated outcomes.				
Criteria	**5**	**3**	**1**	**0**
Communication	All or almost all the courses help the graduate to communicate effectively within nursing and inter-professional teams to achieve safe quality client care.	Most of the course help the graduate to communicate effectively within nursing and inter-professional teams to achieve safe quality client care.	Few of the courses help the graduate to communicate effectively within nursing and inter-professional teams to achieve safe quality client care.	None of the courses help the graduate to communicate effectively within nursing and inter-professional teams to achieve safe quality client care.
Circle the appropriate response above (5, 3, 1 or 0) and include in your reflection which course(s) or course activities helped you to utilize effective communication strategies across diverse healthcare and educational settings.				

Criteria	5	3	1	0
Critical Decision Making	All or almost all the courses help the graduate to make decisions regarding client care utilizing cognitive and evaluative processes through questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity.	Most of the courses help the graduate to make decisions regarding client care utilizing cognitive and evaluative processes through questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity.	Few of the courses help the graduate to make decisions regarding client care utilizing cognitive and evaluative processes through questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity.	None of the courses help the graduate to make decisions regarding client care utilizing cognitive and evaluative processes through questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity.
Circle the appropriate response above (5, 3, 1 or 0) and include in your reflection which course(s) or course activities helped you to utilize evaluation strategies to analyze practice and advocate for change.				

TOTAL_____/_25__

Attach the two-page narrative summary to the completed rubric.

Clinical Clearance Requirements

Rationale
The purposes for policies for clinical attendance are:

1. To safeguard the health of students.
2. To encourage students to practice health maintenance and preventative care.
3. To provide protection to patients, agency employees, other students and faculty from students who are unsafe to practice clinical nursing.
4. To meet employee health and clearance criteria established by clinical agencies.

Policy Description
The following requirements are necessary for entrance into graduate clinical courses to maintain student, faculty and patient safety and adhere to contractual agreements and requirements of our affiliating clinical agencies:

A. Health Requirements
B. Clearance Requirements
C. CPR verification
D. Liability Insurance

- The Department Chair or Assistant Chair will review the health and clearance records for completion. All information will be entered into Castle Branch (CertifiedBackground.com). Students are not permitted at the clinical site unless all clinical requirements are met and up to date.

REQUIREMENTS FOR ANY CLINICAL COURSES (INCLUDING INTERNSHIPS WITH CLINICAL OR CAPSTONE COURSES WITH CLINICAL)

* Prior to entry to clinical nursing courses or capstone graduate courses with clinical, students are required to open an account with Castle Branch **http://iup.castlebranch.com** to place an order for an account. All clinical requirements are maintained on this student account. The student is responsible to complete these requirements and upload all of their information to their account.
* Information regarding Castle Branch and all clinical requirements will be provided to students by faculty teaching clinical and capstone courses.
* All requirements must be completed by the date specified by the Nursing Department or students may be dropped from their courses.

CastleBranch

Indiana University of Pennsylvania

Instructions for Order Placement

To place your first order, go to:

iup.castlebranch.com

PLACE ORDER → Select Program → Select Package

Contact your administrator if you are not sure of your program or package before continuing.

To place your order, you will be prompted to create a secure myCB account. Personal identifying information will be needed to complete this process. The email address provided will become your login.

Important Information

Documents uploaded to immunization requirements and background check searches take **3-5 business days** on average to complete.

Drug screening is required each semester. To begin this process, return to the portal, select your program and the "I need a drug test only" package. You will receive your drug test registration form within 48 hours. Upload your completed drug test report posted in your account to the drug screening requirement within the clinical requirement to-do list.

You are required to renew your **Pennsylvania Statewide Criminal Search, Fingerprints, and Child Abuse** every year. To do this, return to the portal (iup.castlebranch.com), select your program and the "I need to renew my clearance" package.

For annual clinical requirements (**e.g. TB, CPR, Influenza**), you will be alerted via email when your due dates are approaching. You be alerted at 60 days, 30 days, and 21 days prior to the deadline.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

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Indiana University of Pennsylvania

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- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in
- **Mail to:**

CastleBranch
1844 Sir Tyler Drive
Wilmington, NC 28405
Attn: TDL Document Center

Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B

The clinical requirements are as follows:

Name	Description	Due Date for the Semester Entering the Clinical Course
Health Insurance	Provide a copy of your current health insurance card OR proof of coverage. Verification of coverage from the provider is required if the name on the card does not match the students name.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Measles, Mumps & Rubella (MMR)	Please submit documentation of two documented doses of MMR vaccines and Submit documentation of positive antibody titers for all 3 components (lab report required). If series is in process, submit where you are and new alerts will be created for you to complete the series and submit your titers. If vaccination records cannot be obtained a positive titer for each is acceptable. If the titer is negative despite receiving two MMR vaccines, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder) and no further treatment is indicated.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Varicella (Chicken Pox)	Please submit documentation of a positive antibody titer (lab report required). If your series is in process, submit where you are and new alerts will be created for you to complete the series and titer. If titer is negative or equivocal, new alerts will be created for you to receive a booster shot and submit a repeat titer (if appropriate depending on past vaccinations). If the titer is still negative, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder), but no further treatment is indicated.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

Hepatitis B	Please submit documentation of one of the following: a positive antibody titer (lab report required) OR declination waiver (submitted on the school form) If series is in process, submit where you are and new alerts will be created for you and complete the series and titer. If titer is negative or equivocal, new alerts will be created for you to receive 1 "challenge dose" of Hep B and in 4 weeks have a titer rechecked. If the titer is still negative two additional doses are given. (If your physician recommends repeating the entire series then a re-titer, this is acceptable) If the titer is still negative, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder), but no further treatment is indicated.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Tuberculosis (TB)	Please submit documentation of one of the following: 1. negative 2-Step TB skin test (administered 1 - 3 weeks apart) and all subsequent 1-Step TB skin tests (10 - 13 months apart), with the most recent administered within the past 13 months 2. negative quantiFERON Gold blood test administered within the past 12 months 3. negative T-Spot test administered in the past 12 months 4. if positive results, submit a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months Renewal will be set to 1 year. Upon renewal, submit one of the following: • negative one-step skin test • negative quantiFERON Gold blood test • if positive results, submit a completed TB Questionnaire on the school form. **No student may be in clinical with expired TB screening which is due every 12 months (annually).**	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

Tetanus, Diphtheria & Pertussis (Tdap)	Submit documentation of a Tdap booster administered within the past 10 years. The renewal date will be set 10 years from the administered date.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
CPR Certification	Please submit your current CPR certification. Must be the Health Care Provider BLS course for the American Heart Association or American Red Cross course. Copy of BOTH the front AND the back of the card is required and the card MUST be signed. Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days by which time the permanent documentation must be uploaded. Renewal date will be set based on the expiration of certification.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester **Student must have a current CPR card to be in clinical**
Influenza	Please submit documentation of a flu shot administered during the current flu season (August-March). Documentation must indicate that the vaccination you received is from a batch for the current flu season. The vaccine record must show that the vaccine was for the current influenza season. Declination form from the clinical setting is acceptable and must be signed by the student OR a healthcare provider. Students must follow the individualized policy for the clinical agency. If the student has question about specific agency policy, then he/she needs to consult their clinical instructor. Renewal will be set to 1 year from administered date of vaccine or date of declination.	Due date is varied depending on the clinical agency requirement for the particular influenza season
Physical Examination	Please submit documentation of your physical exam completed and signed by a medical professional within the past 12 months on the school form. For initial submission: Complete the first two pages of the form that is available to download for this requirement. Upon Renewal: Complete the 3rd and 4th pages of the form that is available to download from this requirement. Renewal will be set 1 year from the administered date.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

Professional RN License	Submit documentation of your current RN License. Renewal date will be set based on the expiration of licensure.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Professional Liability Insurance	Please submit your current Professional Liability Insurance coverage in the amount of at least $1 million per occurrence for personal injury and $3 million annual aggregate for personal injury to, or death of any one person must be carried by all students who are caring for patients/clients in nursing practice courses. Renewal date will be set to the expiration of coverage.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Hepatitis C	Submit documentation of an antibody Hepatitis C titer (lab report required). If titer is positive, you will be rejected and instructed to contact your program administrator for further instruction	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Student Consent for Audiovisual Recording of Simulation	Complete and submit the Student Consent for Audiovisual Recording of Simulation form available to download from this requirement. The renewal date will be set to 1 year.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Guest/Host Relationship Policy	Complete and submit the Guest/Host Relationship Policy that is available to download for this requirement. Renewal date will be set three times annually: 5/01 7/15 1/01	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Student Accountability Sheet	Please complete and submit the Student Accountability Sheet that is available for download for this requirement. Renewal date will be set three times annually: 5/01 7/15 1/01	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Screening for Ebola Virus Disease	Complete and submit the Screening for Ebola Virus Disease form that is available for download from this requirement. Renewal date will be set three times annually: 8/15 1/15 5/01	August 15 for the Fall Semester December 6 for Winter Semester January 15 for Spring Semester May 1 for Summer Semester

Drug Screening	Drug screen must be ordered and completed through Castle Branch. Drug panel for Graduate students are a comprehensive panel and are due each semester that they are in a clinical course. Only drug screens following the Castle Branch procedures and approved labs will be accepted. Drug screens must be done in the appropriate time frame. If your screening was performed outside of the below date perimeters for the semester you are currently in, your drug screen will be rejected, and it is considered a failed test. If your results are positive, your drug screen will be rejected (unless you provide prescription to Castle Branch) and you will need to contact Dr. Gropelli as soon as possible. Drug Screen Windows: Fall Semester: 08/10 to 08/20 Spring Semester: 01/04 to 01/14 Summer Semester: 05/02 to 05/13	Fall Semester: 08/10 to 08/20 Spring Semester: 01/04 to 01/14 Summer Semester: 05/02 to 05/13 Winter Semester will be set by the chairperson annually and set to the students in a winter internship.
Criminal Clearances: 1. PA Department of Human Services (FBI background check with fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance	Clearances Required for Completion Annually and Must be Current during the entire Clinical Course: 1. PA Department of Human Services (FBI background requires fingerprinting) 2. ACT 34 Criminal History (PAState Background Check) 3. Act 151 Child Abuse Clearance Students are required to follow the instructions on the Castle Branch site. The PA State Police Background check will be conducted by Castle Branch. The student must follow the instructions for the Act 151 Child Abuse Clearance and PA Department of Human Services (FBI background check with fingerprinting) clearance and obtain these results and upload the results into their account once they have received the original.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

Criminal Clearance: Department of Aging requirement	This requirement to be done once while in the program. **1.** If you have been a resident of PA for the last 2 years, you must complete the Verification of PA Resident Form and submit it to Castle branch along with two (2) additional forms of official, signature-bearing identification (**one of which must be a current photo identification document)** **2.** If you have not been a resident of PA for the last 2 years, you must submit a Department of Aging FBI clearance. The clearance must be dated during the time you are enrolled in the Nursing program at IUP.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

The following requirements must be updated annually:

1. TB Screening
2. Physical
3. Criminal Clearances (All three as listed above and Department of Aging requirement)
4. Liability Insurance
5. Student Consent for Audiovisual Recording of Simulation
6. Influenza Vaccine

The following requirements must be updated every semester the student is in clinical:

1. Ebola Screening
2. Guest Host Policy
3. Student Accountability Sheet
4. Comprehensive Drug Screening for all students

Indiana University of Pennsylvania
Department of Nursing and Allied Health
Pandemic Flu Policy

In compliance with Pennsylvania Department of Health and Centers for Disease Control recommendations, students should not attend class/clinical or any public gatherings while ill with influenza. Students with flu symptoms will be asked to leave campus if possible and to return home to recover. The illness and self-isolation period will be about a week. It is very important that individuals avoid spreading the flu to others. Please be advised that the campus Center for Health and Wellbeing will not provide documentation of suspected flu virus. Check the IUP home page regularly for further information and updates from the state and CDC.

In addition, students must comply with the Nursing Student Handbook regarding the Nursing Department Test Policy. Furthermore, students in clinical must abide by individual facility policies regarding any flu virus.

Procedure for Skin Test:

1. Receive initial tuberculin injection
2. Return for reading of injection site within 48-72 hours
3. Documentation of reading of first injection site
4. If test is negative, a second test is repeated 1-3 weeks later
5. Return for reading of second injection site within 48-72 hours
6. Documentation of reading of second injection site

A TB test called interferon-gamma release assays or IGRAs is also an acceptable method of screening for TB according to the CDC. IGRAs is an acceptable method for people which have received Bacilli Calmette–Guérin (BCG) vaccine.

If skin test is positive, a chest x-ray is required along with statement of appropriate follow up care from physician.

Students who have a documented history of a positive TB test and a negative chest x-ray will be exempt from further TB skin testing. Since you do NOT receive TB skin testing, you will be required to complete the Positive Skin Test TB Surveillance Survey. This form must be signed by the physician that you are cleared for clinical (see below).

Indiana University of Pennsylvania Department of Nursing and Allied Health
Positive Skin Test TB Surveillance Form

Our records indicate that you have a "Positive" History to Tuberculin Skin Testing. Students who have a documented history of a positive TB test, will be exempt from further TB skin testing. Since you do NOT receive TB Skin testing, you will be required to complete this symptom survey in accordance with the Center for Disease Control (CDC) recommendation (see below).

Please answer **"YES" or "NO"** to each symptom. Answer **"YES",** if you have experienced the symptom in the last twelve (12) months:

_____"Excessive" Fatigue

_____Loss of Appetite (Anorexia)

_____Unexplained Weight Loss

_____Low Grade Fever

_____Chronic Persistent Cough

_____Night Sweats

_____Dull Aching Pain or Tightness in the Chest

_____Coughing up Blood, Sputum with Blood at any time

PLEASE REPORT IMMEDIATELY TO THE UNIVERSITY HEALTH CENTER OR YOUR PRIMARY CARE PHYSICIAN IF YOU HAVE HAD ANY OF THE ABOVE SYMPTOMS FOR FOLLOW UP CARE.

STUDENT'S SIGNATURE DATE

PLEASE HAVE THE HEALTH CENTER OR PRIMARY CARE PHYSICIAN SIGN BELOW TO VERIFY THAT YOU ARE CLEARED TO ATTEND CLINICAL.

COMMENTS

_____

HEALTH CARE PROVIDER SIGNATURE DATE

Urine Drug Screen: In order to comply with affiliating agency requirements, it is now necessary that nursing majors registered for clinical courses submit to urine testing:

All students entering in graduate courses with clinical experiences must have a comprehensive (16 panel drug screen) within the required time frame prior to each clinical semester.

Please note students are not to submit information to the instructor, health center or the drug screening lab regarding prescribed medication. The student is only required to disclose this information if requested.

Refusal to comply with the drug testing requirement or testing positive for the use of specified drugs will prohibit a student from enrolling in or continuing with NURS clinical courses and related co-requisites courses for the semester. The student will be required to have a clear urine drug screen prior to reentry to NURS clinical the following semester. The university cannot guarantee clinical placements for students who refuse to comply with the requirement or who test positive.

STUDENT RESPONSBILITIES AND RIGHTS

1. It is the student's responsibility to schedule and pay associated fees for all exams, lab tests and immunizations. Counseling and/or follow-up for any abnormalities is the responsibility of the student and his/her health care provider.

2. **STUDENTS WHO FAIL TO MEET HEALTH REQUIREMENTS WILL NOT BE PERMITTED TO BEGIN CLINICAL NURSING COURSES.**

3. The current recommendations from the Centers for Disease Control outlining universal precautions to prevent transmission of HIV and other blood borne infections will be followed in all clinical practice sites.

4. **A STUDENT IS REQUIRED TO IMMEDIATELY REPORT TO THE FACULTY MEMBER ANY ACCIDENT OR INJURY SUSTAINED WHILE IN A CLINICAL AGENCY, INCLUDING NEEDLE STICKS OR ANY BLOOD OR BODY FLUID EXPOSURE.** Procedure/policies for employee health in the agency will be followed in treating the student. Any cost for this care will be the responsibility of the student. (See Policy on Student Injury at an Affiliating Agency.)

5. A student is entitled to testing following possible exposure to an HIV or other blood borne infection, according to the employee health guidelines of the clinical agency. This testing is optional, and the result will be available only to the student, subject to the surveillance definition of the Centers for Disease Control. IUP will not cover the costs associated with this testing and thus the responsibility may fall to the student.

6. A student who has been diagnosed with any new onset chronic or acute illness or injury that could interfere with their ability to safely deliver care should discuss this with the faculty member teaching in the assigned clinical site**.** This enables the faculty member to adjust patient assignments, if this is appropriate, or to act more expeditiously should a student health related emergency arise while the student is at a clinical agency. The student may need to get permission from the clinical agency to attend clinical. The faculty and/or clinical agency may require a medical clearance to attend clinical. A copy of the medical clearance will be placed in the student file.

7. Any student who has had a known exposure to a communicable disease, excluding upper respiratory infections, must report this to her/his clinical faculty.

8. It is the student's responsibility to use the services available through IUP's Center for Health and Well-Being, as defined in the current edition of the student handbook, to obtain treatment for acute illness or injury.

9. Students who are acutely ill should not attend scheduled clinical courses. Process for notifying the faculty and/or the clinical agency will be announced by each faculty member.

10. A student who chooses to continue a clinical course while she is pregnant must have written medical clearance for any clinical practice to which she may be assigned. A copy of the medical clearance will be placed in the student file.

11. Students are encouraged to integrate practices into their life styles which will promote and maintain health. If need for support is identified, services and programs to enhance both physical and mental health are available through IUP's Center for Health and Well-Being and the Counseling and Student Development Center. Special services are also available through the Disabled Student Services and the Speech and Hearing Clinic.

12. ALL STUDENT HEALTH INFORMATION WILL BE KEPTCONFIDENTIAL.

REQUEST FOR VARIANCE IN CLINICAL COURSES

A student who requests a variance in clinical course requirements for health reasons must provide the clinical faculty with an initial plan for meeting course objectives. The plan will be approved when it is mutually acceptable to the student and the clinical teaching faculty. Written medical approval for the activities proposed in the plan must be obtained by the student and submitted to the teaching faculty. The approved plan and the medical approval will be forwarded to the Department Chairperson for information and retained in the student's permanent record.

In the interest of student health or/and patient safety, a request for variance in clinical course requirements may also be initiated by a member of the clinical teaching faculty. Any restrictions on student practice (i.e., casts, varicella exposure with a negative titer) imposed by clinical agencies will be strictly followed.

DEPARTMENT RESPONSBILITIES

1. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student has met all health requirements and any variances have been reported to the clinical agency prior to the student attending clinical.
2. It is the responsibility of the DNAHP to review the affiliating schools policies/contractual agreements for any changes in their process and update the health requirements policy according to those changes to remain in compliance with all affiliating school requirements.
3. It is the responsibility of the DNAHP to notify the students of any changes in requirements through the handbook and/or their Castle Branch account.

CLEARANCE REQUIREMENTS

PURPOSE

The Commonwealth of Pennsylvania requires that educational and health care systems provide a safe environment for children and the provision of service safeguarding the rights of older adults while protecting them from abuse.

PROCEDURE

1. The student will go to the appropriate site, register, and schedule all fingerprinting appointments (if applicable to that clearance). It is the responsibility of the student to submit all forms and incur the fees related to compliance. It is also the responsibility of the student to review prohibitive offenses for clearances available on the website for each clearance.
2. Failure to achieve verification of clearance will result in the student being unable to attend the clinical course.

Students in clinical courses including clinical internships or capstone courses with clinical are required to complete the following clearances each year. These clearances **MUST** remain in effect for the entire academic year. Students must complete the following clearances each year:

STUDENT RESPONSBILITIES

1. **All clinical nursing students must complete annual background checks** to comply with both State and Federal laws. This requires students to provide the University with official reports from: State Police, Child Abuse, and FBI background checks. Department of Aging FBI requirement must be met once either with completion of the PA Residency requirement or with a Department of Aging FBI clearance for student not residing in PA for the last two years.

2. If a student has a criminal record identified by one of the background checks above, the University will**,** in accordance with the clinical agency affiliation agreements, disclose the finding to the clinical agency. The clinical agency reserves **the right to refuse placement of student(s)** based on the background check findings or other clinical requirements. The Chair of the DNAHP will try at least 2 current clinical affiliated agencies before determining the student cannot be placed in a clinical agency for a given clinical course.

3. Failure to obtain clinical placement means that the student will not be able to meet program requirements.

4. If a student with a criminal record obtains clinical placement, the student is proceeding **"at his/her own risk"**. The student may at any time during the program encounter an agency that will not place him/her.

DEPARTMENT RESPONSBILITIES

1. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student has completed all clearances and any variances have been reported to the clinical agency prior to the student attending clinical.

2. It is the responsibility of the DNAHP to review the affiliating agency policies/contractual agreements for any changes in their process and update the clearance requirements policy according to those changes to remain in compliance with all affiliating school requirements.

3. It is the responsibility of the DNAHP to notify the students of any changes in requirements through the handbook and/or their castle branch account.

CPR CERTIFICATION

Current certification in cardiopulmonary resuscitation must be maintained by nursing students throughout all semesters of clinical nursing courses. Health Care Provider Basic Life Support (BLS) certification is required, including adult one and two-person rescue, obstructed airway, and infant and child CPR. Certification must be attained and maintained through the **American Heart Association or the Red Cross, but must be a Health Care Provider course only**. It is the responsibility of the student to remain certified during clinical experiences, schedule certification/re-certification and costs of the course. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student remains certified in CPR throughout the clinical course.

PROFESSIONAL LIABILITY INSURANCE

Liability insurance in the amount of at least $1,000,000.00 per occurrence for personal injury and $3,000,000.00 annual aggregate for personal injury to, or death of any one person must be carried by all students who are caring for patients/clients in nursing practice courses. Cost and application for insurance is the responsibility of the student. **It is the student's responsibility to renew the policy annually to assure continuity during clinical nursing courses.** Students have the option of purchasing liability insurance through the carrier of their choice. Proof of coverage must be submitted for departmental records. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student maintains liability insurance throughout the clinical course.

RECORDS

1. The student is required to submit all original clearances, lab results (titers), immunization and testing validation to Castle Branch. Records will be uploaded maintained by the student in order for clinical faculty to verify completion of the clinical requirements.

2. Students should maintain personal copies of records and clearances for themselves.

Appendices

Resources

Stapleton Library – Indiana Campus

The Stapleton Library contains hundreds of books, electronic resources, nursing journals and other related course materials. As an IUP student, you can order books from other libraries, access course materials for your class on

E- reserve and search electronic data bases. For more information on these resources, visit the library on-line at www.iup.edu/library or contact 724-357-2340.

Librarians are available to help with becoming familiar with resources and to assist with research. Stapleton Library regular session hours are 7:45 a.m. to 12:45 a.m. Monday through Thursday, 7:45 a.m. to 7:00 p.m. on Friday, 11:00 a.m. to 5:00 p.m. on Saturday and 1:00 p.m. to 12:45 a.m. on Sunday. The Libraries provide a toll-free telephone number to talk directly with a reference librarian. The number is 866-836-8815. Reference service is provided during regular hours.

If IUP does not own the books or other material needed for research, a variety of access points are available for obtaining these at no cost to users.

- Books can be requested through PALCI EZ-Borrow. U-Borrow allows users to requestbooks from any of the Pennsylvania State System libraries.
- Users may also initiate a request through ILLIAD, the library's interlibrary loanservice. Journal articles not available at IUP may be requested through ILLIAD aswell.
- Students can also check NetLibrary for nursing books available electronically.

Writing Center

The IUP Writing Center is available to all IUP students and offers one-on-one help at any stage of the writing process. Students can get help with research papers, analytical and persuasive writing, organizing and developing ideas, editing and proofreading, and using MS word. The Writing Center is located at 218 Eicher Hall and can be accessed at www.iup.edu/writingcenter or at 724-357-3029.

Buying Your Books

Textbooks may be purchased in person at the Coop Store on the lower level of the Hadley Union Building (HUB) or by calling 1-800-537-7916. The Coop Store sells both new and used textbooks. Be sure to have a copy of your class schedule with you when buying your books. Important information printed on the schedule, such as the course number, section number, and instructor, will help you buy the correct textbooks.

Advantext is The Coop Store's textbook reservation system. Orders may be placed by filling out an Advantext form available at www.iupstore.com and mailing or faxing it to The Coop Store.

The required textbooks for your classes will be pulled and ready for pick up before the semester begins.

Textbooks can also be ordered "to be shipped". Information on this process is available at www.iupstore.com; then select the "Textbooks to be Shipped" link.

University Computer Facilities

The Applied Research Lab (ARL) is open to students and can provide assistance with research instrument design and statistical analyses of many kinds. The ARL is an excellent resource to support graduate student research activities. The ARL is located in the Donna D. Putt Hall, Suite G10, 1000 Grant Street. Additional information about the services of the ARL can be found at www.iup.edu/arl.

Information on the public university computing facilities is available at www.iup.edu/ITSupportCenter, then *Facilities*.

The I-Card

The I-Card – your key to convenience on campus. Every IUP student is issued an I-Card at the HUB I-Card Office. As an IUP student, you can use your I-Card for free bus pass, library access, HUB Rec Center, Coop store purchases, snack and soda machines, photo copying, computer lab printouts, entrance to campus events. Money can be placed on your I-card for the above purchases at any of the twenty cash-to-card machines on campus. One is located on the first floor of Johnson Hall. Additional information on the I-card is available at 724-357-1314.

Inclement Weather Policy

Indiana University of Pennsylvania is committed to the safety and security of its students, faculty, staff and visitors. Therefore, the decision as to whether the university should close or remain open during periods of adverse weather conditions is based on the overall concern for the university community. In general, however, IUP's practice will be to remain open and to conduct classes as usual during periods of inclement weather.

Closure of the university: Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct classes or events on a given day, the president may, at his or her discretion, cancel classes or events. In the event of cancellation of classes or events, notification will be provided to the following radio and television stations: WDAD Radio-1450 (Indiana), WCCS Radio-1160 (Homer City), U-92 FM-92.5 (Indiana, Punxsutawney, and Greensburg),

WJAC-TV (Johnstown), KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), WPXI-TV, and WTAE-TV and WTAE Radio-1250 AM (Pittsburgh). In addition, inclement weather information will be posted on the IUP website, www.iup.edu and on the IUP information line 724-357-7538.

Students are also encouraged to check their e-mail, and voice mail messages both at home and work prior to traveling to IUP for class for messages relating to the status of that particular evening's class.

IT Support Center located at the Delaney Hall, Suite G35, 950 Grant St., is available to assist students with technology problems. Contact the IT Support Center at 724-357-4000, email IT- Support-Center@iup.edu or visit www.iup.edu/ITSupportCenter for assistance with your student account.

IUP Parking Permit

To secure an IUP commuter parking permit, go to www.iup.edu/myiup; login to *Personal Info*; select *Campus Services;* and click *IUP Parking Account* for additional instructions. Visit www.iup.edu/police and follow appropriate links for parking lot designations and specific guidelines/restrictions on parking.

Professional Organizations

Sigma Theta Tau International

Sigma Theta Tau International is a prestigious organization of nurse leaders, scholars, and researchers, founded in 1922. Membership in the society is awarded to bachelor's, master's and doctoral nursing candidates who achieve high scholastic averages, and graduates of nursing programs who have made outstanding contributions to nursing.

IUP has its own chapter of Sigma Theta Tau – Zeta Lambda.

An applicant must have completed a minimum of 9 credits of the required 36-credit graduate curriculum, have demonstrated ability in nursing, and have a grade point average of at least a 3.5 on a 4.0 scale (or the equivalent) based on existing grades at the time of application.

The Honor Society of Phi Kappa Phi

Phi Kappa Phi is the oldest and most selective honor society in the United States that recognizes excellence in all academic disciplines. Founded in 1987, Phi Kappa Phi, along with Phi Beta Kappa, is a charter member of the Association of College Honor Societies. Today, Phi Kappa Phi has more than one million members around the world with more than 280 chapters on college and university campuses throughout the United States, Puerto Rico and the Philippines. The IUP Chapter was founded in 1993. Admission to the Honor Society of Phi Kappa Phi is by invitation only and requires nomination and approval by a chapter in accordance with the bylaws of both the chapter and the national organization. Both require superior scholarship and good character as criteria for membership. Graduate students are eligible for election to Phi Kappa Phi. The number elected must not exceed ten percent of the number of candidates for graduate degrees during the year.

Indiana University of Pennsylvania

Department of Nursing and Allied Health Professions

Student Accountability Policy

Master's nursing students must verify that they have read, comprehend, and acknowledge their responsibility to comply with all existing, new, and revised graduate nursing policies as evidenced by completion and submission of a signed original copy of this Student Accountability statement.

The Student Accountability Form states:

I, the undersigned, have read, comprehend, and acknowledge my responsibility to comply with all existing graduate nursing policies as written in the Student Information Handbook of the IUP Master's in Nursing Program. I also understand that this Student Information Handbook and the policies as stated are both subject to revision at any time during my academic program. I further acknowledge that it is my responsibility to read and adhere to these revisions when they occur.

The Student Accountability Form states:

I, the undersigned, have read, comprehend, and acknowledge my responsibility to comply with all existing graduate nursing policies as written in the Student Information Handbook of the IUP Master's in Nursing Program. I also understand that this Student Information Handbook and the policies as stated are both subject to revision at any time during my academic program. I further acknowledge that it is my responsibility to read and adhere to these revisions when they occur.

_____[please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name _____

Signature _____

Date _____

Submit to sherry.kelly@iup.edu by end of first week of classes for fall or spring semester.

The Department of Nursing and Allied Health Professions will keep this signed document on file.