

Auburn Montgomery  
College of Nursing and Health Sciences  
School of Nursing



**Master of Science in Nursing Student Handbook  
2018-2019**

All Graduate Programs within the College of Nursing and Health Sciences follow the most current version of Auburn University at Montgomery's Graduate Handbook of Policies and Procedures, except for the following:



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## Message from the Dean

Dear Nursing Student:

Welcome to the College of Nursing and Health Sciences (CONHS) at Auburn University Montgomery (AUM). We are delighted that you have chosen to pursue your degree at AUM in the School of Nursing! Our nursing program has a rich history of excellence in nursing education. Over the years, we have developed new program options to increase access to education, and we are committed to helping you achieve your educational goals. The university core values serve as a foundation to the education of our students and are embraced by the faculty and staff: a student-centered experience, citizenship and community, standard of excellence, commitment to constant improvement, diversity of people and perspective with a culture of inclusiveness, promotion of lifelong learning and an environment of collaboration.

This handbook will serve as a useful guide and resource during your nursing education at AUM. It is important that you review the policies and procedures included as they relate to many aspects of your educational experiences at AUM on a regular basis. Policies and procedures that are altered during the year will be communicated to you electronically. A copy of the Student Handbook with up-to-date information is always available on the CONHS website.

On behalf of the college, its faculty and staff, please accept our best wishes for a personally fulfilling and successful year.

Sincerely,

Jean D'Meza Leuner, PhD, RN, CNE, FAAN  
Barbara S. Witt Professor and Dean  
AUM College of Nursing and Health Sciences





## **AUBURN UNIVERSITY AT MONTGOMERY SCHOOL OF NURSING**

### **MISSION**

The School of Nursing supports the mission of Auburn University at Montgomery to provide quality and diverse educational opportunities at the undergraduate and graduate levels. Faculty are committed to providing a scientifically, evidenced-based nursing education in an interprofessional environment. Graduates will be prepared to provide excellent nursing practice through life-long learning, leadership, service, scholarship, and outreach for a global society.

### **VISION**

To have national recognition for providing excellence in nursing education, scholarship, and practice through innovative programs that are responsive to current and emerging healthcare needs.

### **VALUES**

1. A Student-Centered experience
2. Citizenship and Community
3. A Standard of Excellence
4. Commitment to Constant Improvement
5. Diversity of People and Perspective with a Culture of Inclusiveness
6. Promotion of Lifelong Learning
7. An Environment of Collaboration

### **HISTORY OF AUBURN UNIVERSITY AT MONTGOMERY**

Auburn University at Montgomery (AUM) is the metropolitan campus for Auburn University and was established by an act of the Alabama Legislature in 1967. AUM began its operation in 1968 at a downtown facility, moving in 1971 to its current 500-acre campus seven miles east of downtown Montgomery. AUM is a state assisted, coeducational institution, granting baccalaureate and graduate degrees with a student enrollment of over 5000. In 1973 the Southern Association of Colleges and Schools accredited AUM with subsequent reaffirmation in 1978, 1988, 1998, 2008 and most recently in 2018.

### **ACCREDITATION**

The process for accreditation begins when a new program starts. The AUM SON MSN program admitted its first cohort summer 2018. The Master of Science in Nursing Graduate Program will seek accreditation in spring 2020 from the:

Commission on Collegiate Nursing Education (CCNE)  
655 K Street NW, Suite 750  
Washington, DC 20001-1120  
Telephone: 202-887-6791  
Internet: [www.aacn.nche.edu/accreditation](http://www.aacn.nche.edu/accreditation)



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## ACADEMIC PROGRAMS

### MASTER of SCIENCE in NURSING PROGRAM

The MSN Curriculum is designed to prepare graduates for entry into professional nursing practice. Advanced Practice Nurses (APNs) require strong critical thinking, clinical reasoning and judgment, communication, advanced assessment skills, and the ability to manage/promote care across the lifespan. As healthcare providers, APNs function autonomously and interdependently within the healthcare team across all environments. APNs focus on individual, family, community, and population health care as they monitor and manage aspects of the environment to foster health and well-being.

### PROGRAM OUTCOMES

The AUM SON Master of Science in Nursing program prepares students to:

1. Initiate communication and collaboration with patients, patients' support networks and health care professionals to design, coordinate, implement and evaluate delivery of patient care.  
**(Essential II and VII)**
2. Utilize informatics and communication technologies to enhance patient education, expand accessibility of care, analyze performance measures, and improve outcomes.  
**(Essential III, V, and VIII)**
3. Apply advanced concepts in the care of diverse populations through systematic assessment of actual and potential risks in multiple care environments.  
**(Essential I, II, and VIII)**
4. Influence health care policies to improve access, equity, efficiency, and social justice by utilizing clinical judgment, evidence-based findings and theory in delivery of health care.  
**(Essential I, IV, VI, VIII, and IX)**
5. Develop strategies for lifelong learning and interprofessional collaboration that integrate professional standards, guidelines, statutes, regulations and accountability in coordination of care.  
**(Essential V, VI, VII, and IX)**
6. Recognize global factors to intervene and advocate for health promotion, clinical prevention, and disease management.  
**(Essential I, VI, VIII, and IX)**
7. Provide ethical, culturally sensitive, patient centered care based on epidemiological, social and environmental data to improve health status.  
**(Essential VI, VIII, and IX)**
8. Apply health care economics and leadership skills, managing micro-, meso-, and macro-systems for continuous quality improvement processes.  
**(Essential II, III, and VI)**
9. Apply scientific and ethical principles of emerging and current technology in delivery of direct and indirect care to promote safe practice environments.  
**(Essential I, IV, V, and IX)**

## THE ESSENTIALS OF MASTER'S EDUCATION IN NURSING

### Commission on Collegiate Nursing Education Essentials for Master of Science in Nursing Education

#### **Essential I: Background for Practice from Sciences and Humanities**

o Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

#### **Essential II: Organizational and Systems Leadership**

o Recognizes that organizational and systems leadership are critical to the

promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

#### **Essential III: Quality Improvement and Safety**

o Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.

#### **Essential IV: Translating and Integrating Scholarship into Practice**

o Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.

#### **Essential V: Informatics and Healthcare Technologies**

o Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.

#### **Essential VI: Health Policy and Advocacy**

o Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

#### **Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

o Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

#### **Essential VIII: Clinical Prevention and Population Health for Improving Health**

o Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

#### **Essential IX: Master's-Level Nursing Practice**

o Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

## ADMISSION TO GRADUATE PROGRAMS

### Admission requirements to the CONHS School of Nursing Graduate Programs:

#### Master of Science in Nursing

1. Hold an earned Bachelor of Science in Nursing (BSN) degree with an upper division nursing major from a program accredited by either the Commission on Collegiate Nursing Education (CCNE) or the Commission for Nursing Education Accreditation (CNEA).
2. Evidence of an unencumbered registered nurse license in applicant's state with license number to practice.
3. Current Professional Resume  
Include the following:

- Educational background including institutions, degree(s) awarded, degree(s) in progress, dates of degree(s) awarded, and/or anticipated date of receiving degree(s), if applicable
- Relevant employment history, including:
  - Job title (including unit), job description, and relevant duties performed for each position
  - Employment dates of each position
  - Location of employer for each position
- Community service or volunteer experience
- Any awards, publications, presentations, certifications, and professional organization memberships
- Evidence of leadership and career progression

4. Personal Statement: The personal statement should address:

- Career goals after attaining a MSN degree
- Reflection on candidate's plan for success in the MSN program
- Potential contributions to the profession after attaining a MSN

Both the writing style (i.e. grammar, punctuation, spelling, word use) and content of the personal statement will be considered in the overall evaluation of the application to the program.

5. Official transcripts from all colleges or universities attended, including community colleges, even if a degree was not awarded.
  - Minimum GPA of a 3.0 on a 4.0 scale for both the nursing courses and overall GPA

6. Three professional references

Examples of professional references:

- A current clinical supervisor or nurse manager who has direct knowledge of the candidate's skills in the clinical setting and how those skills will translate into the role of advanced practice Family Nurse Practitioner or Nurse Educator.
- A professor, faculty member, or academic advisor who can provide a meaningful assessment of the candidate's academic record. If the candidate has been out of school

for five years or more, a nurse educator or clinical instructor can provide the academic recommendation.

- A practicing clinical nursing professional, or Advanced Practice Registered Nurse (APRN), who has served as a mentor and can address the candidate's abilities as a registered nurse and the candidate's potential to become an advanced practice Family Nurse Practitioner or Nurse Educator.

7. Test of English as a Foreign Language (TOEFL) score is required if English is not the first language. Auburn University Montgomery TOEFL code is 1036. Please see admission requirements for AUM Graduate Studies for International students under Admission Graduate Studies International Students for further information.

## **DEGREE PLAN OF STUDY**

A plan of study must be completed and kept in each student's file. Students will be sent an initial plan of study with their admission packet. The initial plan of study is entered into the graduate program database, which is used to plan course schedules. Any changes to the plan of study must be submitted to the Graduate Academic Advisor and the Graduate Program Coordinator for approval. Plans of study are used to plan for resources, therefore students who change their plans of study are not guaranteed seats in future courses and will be allowed to enroll on a space available basis.

If students cannot follow the plan of study, students must contact the Graduate Academic Advisor to revise their plan of study. This must be done prior to registration. Students who enroll in a course not in their plan of study will be required to drop the course.

**PLEASE NOTE:** Changes in plans of study may result in student delay in program completion because of course scheduling and availability of clinical sites. Any change in students' progression must be discussed with the Graduate Academic Advisor and the Graduate Program Coordinator. Changes that require alterations in clinical course planning will only be approved on a space available basis. Plan of study revisions must be approved by the Graduate Program Admission, Progression, and Graduation Committee.

For the Master of Science in Nursing (MSN) degrees, students must complete a minimum of 38-58 credit hours of graduate-level course work, depending on the track. An evidence-based scholarly project and public presentation of evidence-based scholarly project are required to graduate with a MSN degree.

## MASTER OF SCIENCE IN NURSING TRACK OPTIONS

- Family Nurse Practitioner (FNP)—44 Credit Hours
- Nurse Educator for Interprofessional Practice (NE)—38 Credit Hours
- Dual Family Nurse Practitioner (FNP) with Graduate Certificate Nurse Educator for Interprofessional Practice – 58 Credit hours

### Graduation Requirements for the MSN

All course work listed for the MSN degree completed (38-58 credits) with a minimum grade of "B"

- Clinical performance evaluated at a satisfactory level
- A satisfactory evidence-based practice paper
- A satisfactory public presentation of the Evidence-based Project

## MASTER OF SCIENCE IN NURSING DEGREE

### Track Curriculum: Family Nurse Practitioner

The MSN Family Nurse Practitioner Track requires a minimum of 44 credit hours beyond the baccalaureate degree with 720 hours of clinical practicum. The plan of study is completed in 8 semesters.

Required Courses for the MSN—44 Credit Hours

Core Courses—24 Credit Hours

- NURS 6340 Theory for Advanced Nursing Practice (3 credit hours)
- NURS 6120 Advancing Quality, Safety, and Prevention (3 credit hours)
- NURS 6440 Translating Evidence into Practice Systems (3 credit hours)
- NURS 6250 Ethics, Legal Issues, and Health Policy (3 credit hours)
- NURS 6550 Professional Transition to Advanced Practice Nursing (3 credit hours)
- NURS 6610 Advanced Physiology/Pathophysiology (3 credit hour)
- NURS 6620 Advanced Physical Assessment (2 credit hours)
- NURS 6621 Advanced Physical Assessment Clinical (1 credit hour; 60 clinical hours)
- NURS 6630 Pharmacotherapeutics for Advanced Practice (3 credit hours)

Specialty Courses: Family Nurse Practitioner—20 Credit Hours

- NURS 7110 Adolescent/Adult Primary Care (2 credit hours)
- NURS 7111 Adolescent/Adult Primary Care Clinical (3 credit hours; 180 clinical hours)
- NURS 7210 Women's Health Primary Care (2 credit hours)
- NURS 7211 Women's Health Primary Care Clinical (1 credit hour; 60 clinical hours)
- NURS 7310 Pediatric Primary Care (2 credit hours)
- NURS 7311 Pediatric Primary Care Clinical (2 credit hours; 120 clinical hours)
- NURS 7410 Adult/Gerontologic Care (3 credit hours)
- NURS 7411 Adult/Gerontologic Care (2 credit hours; 120 clinical hours)
- NURS 7911 Advanced Practice Nurse Practicum (3 credit hours; 180 clinical hours)



## **PROGRESS TO DEGREE**

All academic progression, as well as admission and graduation decisions, is made by the MSN Admission, Progression, and Graduation Committee (APG) of the College of Nursing and Health Sciences School of Nursing recommended to the Graduate Program Coordinator. Failure to maintain progress in coursework as reflected on the plan of study for any reason including, but not limited to course withdrawal, will require the student to petition the APG Committee to remain in the program. Students who deviate from their plan of study will be required to fulfill requirements of the current catalog year.

A grade point average of 3.0 is required for continued study in the MSN programs. Grades below B or U are not acceptable. Students that receive a grade of lower than B or U in any course are subject to dismissal from the program. Students will be given the right to petition to remain in the program, and a final decision on dismissal will be made by majority vote of the MSN Admission, Progression, and Graduation Committee (G-APGC). If the student is allowed to continue in the program, any course(s) that have a grade of below B must be repeated with an earned grade of "B" or better. A student who earns a grade of "C" or below will be automatically disqualified from further College of Nursing and Health Sciences School of Nursing graduate studies. In addition, if a student's graduate status GPA falls below 3.0, they are automatically dismissed from the program. Please refer to the University Graduate Handbook for further information regarding the graduate status GPA. The College of Nursing and Health Sciences School of Nursing uses the following grading scale:

A: 90-100

B: 89-80

\*\*A grade below 80 is not considered a passing grade in the CONHS SON Graduate Programs.

C: 79-70

D: 69-65

F: 64 or below

## **GRADUATION REQUIREMENTS**

- Clinical performance evaluated at a satisfactory level
- A satisfactory evidence-based practice paper
- A satisfactory public presentation of the Evidence-based Project

### **CANDIDATE PREPARATION TO OBTAIN LICENSURE AND CERTIFICATION FOR FAMILY NURSE PRACTITIONER (FNP) AND NURSE EDUCATOR FOR INTERPROFESSIONAL PRACTICE (NE)**

Upon graduation, MSN FNP graduates must sit for the Family Nurse Practitioner certification exam offered by either the American Nurses Credentialing Center or the American Association of Nurse Practitioners in order to receive licensure as an Advanced Practice Registered Nurse. After passing the certification exam the graduate must meet additional requirements as defined by individual state Boards of Nursing to gain licensure and employment.

Upon graduation, MSN NE graduates meet the requirements necessary to sit for the National League of Nursing Certified Nurse Educator examination.

## Track Curriculum: Nurse Educator for Interprofessional Practice

The MSN Nurse Educator for Interprofessional Practice Track requires a minimum of 38 credit hours beyond the baccalaureate degree with 320 hours of clinical practicum. The full-time plan of study is completed in 6 semesters.

### Required Courses for the MSN—38 Credit Hours

#### Core Courses—24 Credit Hours

- NURS 6340 Theory for Advanced Nursing Practice (3 credit hours)
- NURS 6120 Advancing Quality, Safety, and Prevention (3 credit hours)
- NURS 6440 Translating Evidence into Practice Systems (3 credit hours)
- NURS 6250 Ethics, Legal Issues, and Health Policy (3 credit hours)
- NURS 6550 Professional Transition to Advanced Practice Nursing (3 credit hours)
- NURS 6610 Advanced Physiology/Pathophysiology (3 credit hour)
- NURS 6620 Advanced Physical Assessment (2 credit hours)
- NURS 6621 Advanced Physical Assessment Clinical (1 credit hour; 60 clinical hours)
- NURS 6630 Pharmacotherapeutics for Advanced Practice (3 credit hours)

#### Specialty Courses: Nurse Educator for Interprofessional Practice-14 Credit Hours

- NURS 7510-Interprofessional Educator Roles & Competencies (3 credit hours)
- NURS 7520 Instructional Design for Interprofessional Education (3 credit hours)
- NURS 7540 Innovative Curricula in Interprofessional Education (3 credit hours)
- NURS 7550 Using Qual. Assessment, Analysis, & Evaluation Strategies (2 credit hours)
- NURS 7560 Instructional Technology for Interprofessional Education (1 credit hour)
- NURS 7941 Nurse Educator Practicum for Interprofessional Practice (2 credit hours; 120 credit hours) Immersion/Project

### Graduation Requirements

- Clinical performance evaluated at a satisfactory level
- A satisfactory evidence-based practice paper
- A satisfactory public presentation of the Evidence-based Project

### Graduate Certificate in Nursing Education

This certificate program is designed as a post-baccalaureate option for nurses with a desire to teach in diverse settings. Nurses who want to work in staff development, patient/family education, academic nursing education, or in any setting where teaching and learning takes place, will find these courses beneficial. The courses are offered online to make it easy to enroll if students are employed part-or full-time.

The program provides an understanding of the principles of teaching and learning, factors that influence teaching and learning in nursing, and methods for developing and implementing interprofessional education.

**The goals of this program are to:**

- Prepare individuals with knowledge, attitudes, and skills in teaching diverse populations (individuals and groups) in a variety of settings including among healthcare professions.
- Prepare future teachers of nurses, interprofessional team members, and health-care consumers who know how to help others "learn how to learn" in a rapidly changing health-care delivery environment.
- Provide individuals with a foundation for role development in the area of nursing education.

**Graduates of this certificate program will be expected to:**

- Develop educational programs in response to the learning needs of interprofessional health professionals and health-care consumers.
- Assess, implement, and evaluate clinical and non-clinical educational offerings.
- Collaborate with others in the development of programs that are responsive to the changing educational needs of the times.

The courses within this program are open to registered nurses who have a baccalaureate degree in nursing. Program certificate requirements include completion of a minimum of 14 credit hours of course work, including an education practicum. All course work for the Graduate Certificate in Nursing Education must be completed within four years. These courses may be applied to the Nurse Educator Interprofessional Practice Program Master of Science in Nursing. A minimum GPA of B (80-89) is required to remain in the program and/or apply courses to the Nurse Educator for Interprofessional Practice Program Master of Science in Nursing.

**Admission Requirements:**

1. Earned baccalaureate degree in nursing from an accredited (NLNAC or CCNE) nursing program with an overall GPA of 2.5. (Official transcript showing date bachelor's degree was awarded is required.)
2. Licensure as a registered nurse in the state in which you practice.

## PRECEPTOR PLANNING

### GUIDELINES

Nursing is a practice discipline. To learn the skills of a teacher, nurse practitioner, or doctoral nurse, the student must practice with an experienced clinician. This is achieved by preceptored clinical assignments. Preceptored clinical assignments offer a unique opportunity for students to observe and practice in the specialized role that is the focus on their graduate program track at AUM CONHS SON.

### HEALTH REQUIREMENTS

Student health requirements are intended to protect the health of students and patients for whom they will be caring. A copy of the Annual Health Assessment Form can be found in the forms section. All requested documentation must be entered into CastleBranch by the due date. The health requirements for all nursing students are as follows:

- Post-licensure students are required to have a physical examination within 6 months of the term for which they plan to enroll in the program.
- A completed Tetanus-Diphtheria series with booster every 10 years. At least one booster should be the TDaP (tetanus, diphtheria, pertussis) unless contraindicated.
- Two doses of MMR vaccine (measles, mumps, rubella) or proof of immunity by titer >1:8i unless born before 1957.
- Tuberculosis skin test through the appropriate method unless previous positive test then must have a chest x-ray for clearance. Previous history of TB and completion of treatment must complete a yearly status report as recommended by the Centers for Disease Control (available in Student Health Center).
- Record of childhood immunization and provide documentation or appropriate titer levels to prove immunity.
- Additional laboratory test may be required based on specific health care facility requests.
- Annual influenza vaccination given between October and March.
- Hepatitis B vaccine series or documentation of completed series. If documentation not available, proof of immunity through titer level is appropriate.

### DOCUMENTATION

In order to meet the requirements of the various clinical agencies used for required clinical experiences to protect students and patients from potential hazards, the following requirements must be met **before the first day of class every semester that includes clinical experiences (with the exception of the flu vaccination).**

**Please refer to the checklist to ensure you have completed all the requirements prior to the first day of class.** Please notify the School of Nursing of any changes.

- Post-licensure students are required to have a physical examination within 6 months of the term for which they plan to enroll in the program.
- A completed Tetanus-Diphtheria series with booster every 10 years. At least one booster should be the TDaP (tetanus, diphtheria, pertussis) unless contraindicated.
- Two doses of MMR vaccine (measles, mumps, rubella) or proof of immunity by titer >1:8i unless born before 1957.
- Tuberculosis skin test through the appropriate method unless previous positive test then

must have a chest x-ray for clearance. Previous history of TB and completion of treatment must complete a yearly status report as recommended by the Centers for Disease Control (available in Student Health Center).

- Record of childhood immunization and provide documentation or appropriate titer levels to prove immunity.
- Additional laboratory test may be required based on specific health care facility requests.
- Annual influenza vaccination given between October and March.
- Hepatitis B vaccine series or documentation of completed series. If documentation not available, proof of immunity through titer level is appropriate.
- Drug screening
- Proof of current BLS certification (Basic Life Support for Healthcare Providers through the American Heart Association)
- Proof of any other additional requirements for specific agencies as necessary
- Evidence of patient confidentiality training (Health Insurance Portability and Accountability Act [HIPAA])
- Proof of personal health insurance (students are responsible for payment of any health care services)
- Proof of annual malpractice insurance and comprehensive general liability insurance. Billed through AUM Cashier office for students.
- Certification of clear background through CastleBranch for continued enrollment for pre-licensure students or post-licensure students not currently employed at [www.castlebranch.com](http://www.castlebranch.com)
- Proof of current unencumbered licensure as a registered nurse for post-licensure students
- Statement of acknowledgement of policies and procedures as set forth in the AUM SON student handbook (see forms section)
- Confidentiality agreement (see forms section)
- Consent for photographs or video (see forms section)

The information above must be uploaded to CastleBranch by the appropriate date. Failure to provide or falsification of the above documentation is grounds for dismissal from the School of Nursing.

Student documents must be current and complete in order to participate in any clinical practice learning experience that involves patients or clients. Students who do not have background and drug screening clearance may not be able to complete the program and graduate. Students may also be required to successfully complete clinical agency-mandated educational programs to participate in clinical learning experiences.

## **PROGRESSION: GRADUATE STUDENTS**

Students who do not meet all of the above criteria must petition the School of Nursing, Graduate-Admission, Progression, Graduation, and Curriculum (G-APGC) Committee to request consideration to remain in the nursing program. The petition must be received by the G-APGC Committee or turned in to the Dean's Office no later than **three business days following official faculty submission of grades to the registrar** (See AUM Academic calendar for specific date and time each term).

- Failure (a grade lower than "B" in one (1) nursing course across the curriculum constitutes placement on academic probation.
- Failure (a grade lower than "B" on two (2) courses across the curriculum will result in disenrollment from the nursing program.
- A student may not repeat more than one nursing course.
- The Graduate nursing curriculum must be completed within five (5) years of the first course taken in the program. (Refer to Graduate Handbook for additional requirements)
- Students who are not enrolled for two or more consecutive terms must re-apply to the program and are not guaranteed readmission.

In the event that a student cannot meet any of the criteria listed above, the following actions must be taken in order to progress and/or complete the program.

1. Course Failure
  - a. "Course Failure" is defined as earning a grade less than a "B" in any course required to complete the MSN degree.
  - b. In the event that a student earns a failing grade in a single class, they may repeat that class in the next available semester.
  - c. In the event that a student earns a failing grade in two or more courses at any point in the program, they will be dismissed from the program.
    - i. The student is notified immediately via email to the student's official AUM email address of record.
    - ii. Reinstatement to the program will be considered, but not guaranteed, on a case-by-case basis. If re-admitted, the student must meet with the Graduate Program Coordinator to plan their course of study.

## **WITHDRAWAL OR OUT OF SEQUENCE STUDENTS**

- A plan of study must be completed and kept in each student's file. Students will be sent an initial plan of study with their admission packet. The initial plan of study is entered into the graduate program database, which is used to plan course schedules. Any changes to the plan of study must be submitted to the Graduate Academic Advisor and the Graduate Program Coordinator for approval. Plans of study are used to plan for resources, therefore students who change their plans of study are not guaranteed seats in future courses and will be allowed to enroll on a space available basis.
- If students cannot follow the plan of study, students must contact the Graduate Academic Advisor to revise their plan of study. This must be done prior to registration. Students who enroll in a course not in their plan of study will be required to drop the course.

- **PLEASE NOTE:** Changes in plans of study may result in student delay in program completion because of course scheduling and availability of clinical sites. Any change in students' progression must be discussed with the Graduate Academic Advisor and the Graduate Program Coordinator. Changes that require alterations in clinical course planning will only be approved on a space available basis. Plan of study revisions must be approved by the Graduate Program Admission, Progression, and Graduation Committee.

## **DROPPING OUT**

Students who wish to withdraw from the graduate nursing program **MUST** confer with and notify in writing the Graduate Program Coordinator. Students who drop out without notifying the School of Nursing may not be considered for readmission.

## **CONTINUATION OR RE-ADMISSION (AFTER DROPPING OUT OF THE PROGRAM OR TAKING A SEMESTER LEAVE OF ABSENCE)**

Students must:

1. Complete a G-APGC petition form requesting continuation or re-admission to the graduate nursing program.
2. Identify reason(s) he/she is petitioning or has been out of the nursing program.
3. Provide a letter of plan for success once re-admitted to the program. If petitioning for re-admission, the student must provide documentation of remediation and evaluation recommended and/or required at the time of dismissal (if applicable).
4. The petition must be received by the Program Coordinator not later than two business days following official faculty submission of grades to the registrar (see AUM Academic calendar for specific date and time each term).

Student petitions do not guarantee re-admission and they are evaluated on an individual basis by the G-APGC committee. During each deliberation, the committee will consult with faculty members as appropriate with consideration of academic performance, professional demeanor, and personal conduct during the student's time in the program.

- Behavior indicative of possible substance abuse will require submission of drug and/or alcohol screening.
  - If results are positive, student will be dismissed from the nursing program and referred to the appropriate program coordinator and other administrative officials.
- Re-admission is dependent upon available classroom, clinical and faculty resources
- If re-admitted, the student will meet with the Academic Advisor along with the appropriate Program Coordinator to develop a plan of study for successful completion of the program.
  - The plan of study may include clinical and/or didactic independent studies and course audit requirements designed to update the student's clinical practice and/or theoretical knowledge or bring it to the level of other students enrolled in the semester in which the student is returning.
- Student documentation of current BLS, health insurance, health requirements, drug screening and background checks will be required.
- Students are notified via AUM email of the actions, recommendations, and/or requirements specified by the G-APGC committee.

## **APPEAL OF GRADES**

Students who wish to appeal a grade or an action taken in a course should follow procedures outlined in the AUM Graduate Catalog and AUM Graduate Student Handbook. Students, who wish to appeal a progression decision of the Graduate, Admission, Progression, Graduation, and Curriculum (G-APGC) Committee, may request the opportunity to meet with the committee. Requests should be made in writing directly to the G-APGC Chairperson.

## **GRADUATION**

Each student is responsible for reading and understanding the degree requirements and written policies as stated in the AUM Graduate Catalog for the year during which he/she enrolled. The year under which a student enrolled can be found in Degree Works.

Students should meet with the Academic Advisor frequently each semester regarding his/her progress and courses completed within the program of study. Degree Works is available online from MyAUM in the Campus Resources Launchpad and can be accessed by the student at any time. Making appointments to meet with advisors/mentors/counselors is highly recommended. The Academic Advisor and Program Coordinator are available for online and phone conferences. An "Intent to Graduate" form must be filed by the deadline announced by the University Academic Calendar.

## **CANDIDATE PREPARATION TO OBTAIN LICENSURE AND CERTIFICATION FOR FAMILY NURSE PRACTITIONER (FNP) AND NURSE EDUCATOR FOR INTERPROFESSIONAL PRACTICE (NE)**

Upon graduation, MSN FNP graduates must sit for the Family Nurse Practitioner certification exam offered by either the American Nurses Credentialing Center or the American Association of Nurse Practitioners in order to receive licensure as an Advanced Practice Registered Nurse. After passing the certification exam the graduate must meet additional requirements as defined by individual state Boards of Nursing to gain licensure and employment.

Upon graduation, MSN NE graduates meet the requirements necessary to sit for the National League of Nursing Certified Nurse Educator examination.



## SCHOOL OF NURSING POLICIES AND GUIDELINES

### GRADING POLICY IN THE GRADUATE PROGRAM IN THE SCHOOL OF NURSING

**School of Nursing Graduate Program Grading  
Scale**

A: 90-100

B: 89-80

\*\*A grade below 80 is not considered a passing grade in the CONHS SON Graduate Programs.

C: 79-70

D: 69-65

F: 64 or below

Grades below “B” are unacceptable for credit towards a graduate nursing degree.

Satisfactory academic progress in the program involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in termination of the student from the program.

#### EXAMINATIONS

Students are expected to be present for scheduled examinations. Absences are not permitted for examinations except for verified emergencies or unexpected events. If a student must be absent on the day of the scheduled examination, he/she must contact the course coordinator, preferably before the exam is given, but **NO LATER THAN THE END OF THE SAME SCHOOL DAY**. Make-up exams are at the discretion of faculty/course coordinator. If a make-up exam is offered, a different format may be used such as short-answer or essay questions. Faculty may require documentation from the student related to reason(s) for a missed exam.

The use of personal digital devices, cell phones or other instructional aides are not allowed during examinations unless given permission by the faculty. \*Students may use a simple non-scientific calculator to exams if noted by the Instructor. Exams should be assumed closed book and should be completed without assistance unless otherwise specified. Examinations should not be shared with anyone before, during or following testing. No copies, including screen shots, of any part of an exam or exam review may be taken or shared. (see the Academic Honesty Code in the Graduate Catalog and Code of Conduct in the AUM Student Handbook)

**\*Please read course syllabi carefully for the weight of exams and additional assignments.**

#### RESPONDUS LOCKDOWN BROWSER

Some quizzes/examinations will be proctored and given through the Blackboard Learning Management System. For these exams (except standardized exams given through a secure site) Respondus LockDown Browser will be used. When taking the test, the Respondus LockDown Browser must be opened **first** and then you will go to the quiz/exam in Blackboard.

#### FORMAT FOR WRITTEN ASSIGNMENTS

For all College of Nursing courses, the current edition of the APA Publication Style Manual is required for all written work and formal presentations. APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference formatting. Submissions not meeting these requirements will be graded accordingly. All papers, projects, care plans, tests and other assignments become the property of AUM School of Nursing.

Original work will be submitted for grading and students are encouraged to keep copies of all written work.

### **PROFESSIONAL EQUIPMENT**

Students are expected to have basic equipment for patient care during clinical experiences. Necessary equipment includes a professional stethoscope with a bell and diaphragm, and a single lumen otoscope.

### **TRANSPORTATION**

Students are responsible for arranging transportation to and from clinical sites. Absence from scheduled clinical experiences due to transportation problems is not acceptable.

### **REGISTRATION FOR COURSES**

Students are responsible for registering for the correct courses each semester through Webster. Dates for registration are found in the Academic Calendar.

Following registration and during the add/drop period, students should review Webster to ensure they are registered correctly for the desired/required courses for the semester. Corrections must be made during the add/drop time period. Please contact your advisor for registration problems. Failure to make corrections in the appropriate time frame will lead to issues with progression and possibly additional fees.

### **EMPLOYMENT**

Employment should be managed to accommodate both theory and clinical learning as much as possible in order to allow for ample time to prepare and participate in course requirements. Studies have shown that working greater than 20 hours per week challenges the student's ability to be successful in college course work.

### **AUBURN UNIVERSITY AT MONTGOMERY CREDIT HOUR POLICY**

AUM expects that for each credit hour awarded, and appropriately prepared the student will complete an average of 3 to 3.5 hours of academic work per week over the length of a 15 week semester. The same general expectation of student work exists for credits awarded for practica, internships, activity courses, laboratory experiences, and distance learning courses, although there will be variations to accommodate differences among academic disciplines. Approved July 2013.

### **ATTENDANCE**

Students are expected to be on time and attend virtual nursing classes and clinical experiences. Failure to attend an activity required for the course may result in a lower course grade or failure.

The AUM School of Nursing (SON) expects that students will recognize they have entered a profession in which commitment to full participation in the learning environment is essential and will become a style of life-long learning. Time management is a necessary professional skill, and punctuality is expected in professional workplaces. Punctual attendance is expected in all educational activities, and is required for class, and/or clinical experiences. Students will not be excused from required coursework or clinical experiences for job interviews/orientations/ outside jobs or personal/family events. Final exam week is noted on each course syllabus. Personal plans (e.g., flight arrangements) should be scheduled during the regular AUM SON semester breaks in order to avoid unexcused absences from clinical

experiences.

## **LEARNING ENVIRONMENT**

Course faculty, staff, and students share the responsibility to ensure an open and safe learning environment as well as an appreciation for diversity and inclusion in all situations. Faculty, staff, and students will treat one another with dignity, respect and civility.

## **EXPECTED BEHAVIORS FOR CLASSROOM EXPERIENCES**

Students are expected to demonstrate behaviors consistent with those of a professional nurse at all times. Course behaviors which are expected include, but are not limited to:

- Submitting paperwork and assignments timely.
- Being prepared for each experience.
- Being attentive and engaging in activities.
- Considering others when asking questions or making comments.
- Turning off cell phones or placing them on vibrate during Collaborate Ultra meetings.
- Being respectful and civil to others.
- Accepting accountability for actions.
- Obtaining permission from faculty before audio or video recording or taking pictures of any portion of the class content.
- Dressing appropriately to portray a professional image of nursing and personal dignity at all times.
- Maintaining standards of academic integrity for all courses, quizzes, exams, and assignments.
- Adhering to HIPAA guidelines when discussing patient and facility information during classroom experiences.

## **ONLINE EDUCATION GUIDELINES**

A course delivered via distance education technology is different from that delivered in a classroom environment. For that reason, the following guidelines will assist the learner in navigating this course. The learner responsibilities are course policy and must be followed. Points to consider:

- Online courses give students greater freedom of scheduling, but they can require more self-discipline than on campus classes. Students may neglect a course delivered using distance technology because of personal or professional circumstances. Find ways to motivate and discipline yourself when taking an online or hybrid course.
- Identify your personal learning style using an assessment tool such as Myers Briggs© and/or VARK©. This awareness can help you adjust to the online learning environment.
- Some students prefer the independence of online learning, while others miss the classroom experience. Reach out to your peers online to become a community of learners.
- Online learning requires you to work from written directions. Printed materials are the primary source of information. Students are required to be articulate through a written medium. There are few oral and non-oral cues. If you have questions, please ask!
- It may take several days to a week to get comments back from your course faculty.
- Online learning requires as much time as on-campus courses, sometimes more.
- Students who do well in an online course are usually comfortable contacting the course faculty as soon as they need help with the course.

**Learner Responsibilities:**

- Learning in the distance education environment cannot be passive. If students do not enter into the online classroom - do not post a contribution to the discussion - the professor has no way of knowing that they have been there. Students are not only responsible for logging on, but they must contribute to the learning process by posting their thoughts and ideas to the online discussion. Learning is an active process in which the instructor and the learners must participate if it is to be successful. In the process, a web of learning is created. In other words, a network of interactions between the professor and other participants is formed, through which the process of knowledge acquisition is collaboratively created (Paloff & Pratt, 1999, p. 6).
- AUM Graduate Programs utilize Collaborate Ultra classroom through the Blackboard Learning Systems. Graduate students are expected to attend Collaborate Ultra classes scheduled throughout the semester. This platform allows faculty to enhance learning experiences. The Collaborate Ultra class meetings are scheduled on Tuesday evenings and will be posted on the comprehensive course calendar for each course.
- Computer access is necessary. If you do not own a computer, you may use one in the computer lab in the School of Nursing or in the University Center computer lab. Contact AUM ITS Help Desk for technical support at <http://www.aum.edu/about-aum/information-technology-services>. All papers, projects, care plans, tests and other assignment, etc., become the property of the AUM School of Nursing. Original work will be submitted for grading. Students are encouraged to keep copies of all written work.

## **CLINICAL ACCOUNTABILITY**

Auburn University at Montgomery and the School of Nursing is morally and legally obligated to protect the safety, privacy, and security of patients. Students must therefore demonstrate evidence of mastery of certain skills and competencies to provide care in the clinical setting and meet course objectives. It is expected that students will follow policies and procedures of the clinical agency and maintain confidentiality of patient and agency information.

AUM SON students are expected to demonstrate appropriate professional behavior to the nursing profession. They must assume personal responsibility for being in a physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Students who are pregnant or become pregnant during the nursing program must notify the clinical faculty and Graduate Program Coordinator in writing. Students who develop any other illness or medical or psychological condition that may affect their own safety or their ability to provide care to patients must report that condition in writing from a qualified and appropriate medical provider to the clinical faculty and the Graduate Program Coordinator. A written medical clearance may be required from a physician or health care provider.

Students who are deemed unsafe or unable to perform patient care at clinical will be removed from the clinical area and must meet with the course faculty. This may result in clinical failure and/or dismissal from the School of Nursing program. In some cases, a medical withdrawal may be indicated.

### **Nurse Educator for Interprofessional Practice Track**

Nurse Educator students will complete a preceptor planning form and submit to the Graduate Program Coordinator by mid-semester of the term before the anticipated practicum or other placement.

### **Family Nurse Practitioner Track**

Student documents must be current in order to participate in any clinical practice learning experience that involves patients (e.g. RN license, health clearance, etc). Students who do not have the FBI/FDLE and the CertifiedBackground.com clearance may not be able to complete the program and graduate. Students must submit the required health forms to CastleBranch by the due dates provided. Drug screening is required for all sites. Cost of these may be the responsibility of the student. Some sites require formal orientation to the site and/or their electronic medical record system.

A clinical placement orientation session is included in the new student orientation and repeated at the start of the students' first clinical course. Students who do not attend these sessions remain responsible for obtaining the content reviewed there.

When required, all NP students must submit the required preceptor planning information to the Family Nurse Practitioner Track Coordinator, **no later than mid term of the semester prior to each semester in which they will be in a clinical practice course.** The exact deadline date will be announced in the first weeks of the semester. Students who fail to meet this deadline will not be allowed to register for clinical in the following semester and will need to contact the Graduate Academic Advisor and the Graduate Program Coordinator's office to revise their plan of study.

Nurse Practitioner students in the Family Nurse Practitioner program cannot make rounds, go to surgery or procedures, or care for a hospitalized client for clinical hours. If a student wishes to make rounds or go to surgery, such arrangements must be made on an individual basis with the physician or NP with whom the student is working. Such activities are considered personal arrangements and are not associated with AUM CONHS. Thus, NP students cannot do physicals, histories, document, write scripts or engage any other activities they would usually be able to do if seeing the patient as part of an AUM CONHS clinical course. Students doing such observations are not covered under AUM CONHS liability insurance and the hours will not count towards required faculty supervised clinical hour requirements for any course.

NP students must do one half of total clinical hours up to and including Practicum (NURS 7911) with a NP preceptor. For FNP track students this is 360 hours.

Preceptors for the remaining 360 hours may be a NP, CNM, MD, or DO. A physician assistant (PA) cannot be the preceptor of record. FNP students can complete up to 25% of their required clinical hours in the practicum course, NURS 7911, in the Emergency Department, urgent care, retail health care, or in a specialty area (e.g. nephrology, gastroenterology, pulmonology, cardiology, orthopedics) in an office setting.

All clinical courses, with the exception of the final clinical practicum, are to occur at no more than two clinical sites with two preceptors. Limited exceptions are made for work with preceptors who work at multiple locations for the same practice or to work with two preceptors at the same practice site. The final clinical preceptors and sites will be approved by the Family Practice Nurse Track Coordinator.

Throughout each clinical course, NP students will be required to complete:

1. **Clinical Activities Log** – This will be completed using the Typhon Clinical Tracking System. This system allows the student to document all hours completed at each clinical practice with each preceptor. Documentation of data from all client interactions during each NP student's clinical practice learning experience are also recorded.
2. **Student Preceptor/Site Evaluation** – Each student will submit an evaluation of the preceptor and the site in which the student completed their clinical learning experience.
3. **Midterm Preceptor Evaluation of Student** - Each student will submit an evaluation by their preceptor of record after completing ½ of the required clinical hours for a clinical course. If the student has more than one preceptor, a midterm evaluation must be obtained and submitted from each preceptor.
4. **Final Preceptor Evaluation of Student** - Each student will submit a final evaluation by their preceptor of record after completing the required clinical hours for a clinical course. If the student has more than one preceptor, a final evaluation must be obtained and submitted from each preceptor.

All paper work must be submitted at the end of the course for a grade to be awarded. The above will be submitted to the appropriate location on the Typhon Clinical Tracking System site.

## EXPECTED BEHAVIORS FOR CLINICAL EXPERIENCES

Students are expected to demonstrate consistent behaviors for safe practice with direct instruction and supervision of the faculty and/or preceptor. Students must be performing satisfactorily in each clinical course by the end of the semester. Students who are deemed unsafe will be removed immediately. All documentation must be accurate, reflecting care rendered.

Students should arrive for clinical on time and should stay for the full scheduled shift. Students must notify their faculty or clinical agency if they will be absent or late. Failure to do this will result in an unsatisfactory for the clinical day and may result in an unsatisfactory grade in the clinical component of the course. Chronic tardiness or unexcused absences will result in clinical failure.

Attention and involvement in the clinical experience is expected. Examples of unacceptable inattentive behaviors include, but are not limited to: sleeping, reading the newspaper, checking email, exploring the internet and other distracting behaviors not appropriate during the clinical experience.

Students demonstrating unacceptable behavior in the clinical setting will meet with clinical faculty and complete a *Reportable Occurrence Form* (see Forms section). The form will be placed in the student's file following a meeting with the course faculty. Remediation may be required for any skills which are unacceptable. Disciplinary action, including clinical failure and possible disenrollment from the program, may also be taken for students with unacceptable behavior.

Examples of **unacceptable clinical behaviors** include, but are not limited to the following:

- Performing advanced practice nursing care in an unsafe or harmful manner.
- Providing direct patient care without the supervision of an Advanced Practice Registered Nurse, physician or other direct advanced practice supervisor.
- Willfully or intentionally doing physical and/or mental harm to a patient.
- Exhibiting careless or negligent behavior in connection with care of a patient.
- Breaching confidentiality of the patient or agency
  - Using information that can be used to identify a patient on written assignments
  - Discussing confidential information in inappropriate areas including social media
  - Discussing confidential information about the patient to third parties who do not have a clear need to know
  - Removing any record or report (or copy) from the area where it is kept, except in performance of student nurse assignment
  - Violating HIPAA guidelines
- Falsifying patient records or fabricating patient experiences
- Falsifying required documentation related to clinical experience including clinical logs, journals, and other paperwork related to the School of Nursing experiences
- Failing to report omission of, or error in, assessments, treatments, or medications
- Illegally using, possessing, selling, or distributing illicit drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student
- Failing to report body substance exposure or needle stick to clinical faculty

- Failing to disclose an illness or medical condition that may affect the student's safety or ability to provide safe patient care
- Disrespectful and/or rude behavior towards patients, family members, faculty, staff members or fellow students will not be tolerated and will result in disciplinary action. The student will be required to leave the clinical experience and receive an unsatisfactory grade for the day. This may result in a course failure or dismissal from the School of Nursing program.

## **CLINICAL HOUR RATIO**

1 credit = 4 hours of clinical

## **UNIFORM POLICY**

Students should maintain a professional appearance consistent with the nursing profession at all times. When in AUM uniform you are representing the School of Nursing and the nursing profession and **all** guidelines must be followed. The required dress for **ALL** clinical experiences (including the AUM Nursing Resource Center) includes, but is not limited to the following:

- White lab coat with AUM SON insignia
- No other outer garments are allowed in the clinical settings (jackets or sweatshirts)
- Professional business attire should allow for proper movement without being offensive (i.e., heels no higher than 1.5 inches, closed toe shoes, no display of cleavage, midriff, or buttocks)
- For infection control, pants must not touch or drag the floor
- AUM College of Nursing and Health Sciences nametag at all times
- All tattoos must be covered
- A single pair of stud earrings in the lower earlobe is the only body piercing jewelry allowed
- A plain band ring may be worn if desired
- Short, clean fingernails – no nail polish of any type or acrylic nails allowed
- Trimmed beards or clean shaved look
- False eyelashes and lash extensions are prohibited
- Hair must be above shoulders or restrained – bangs should be secured if fall over face with head looking down
- Due to sensitivities, body fragrances are not allowed
- See course syllabi for any additional requirement

## **MANAGEMENT OF EXPOSURE OR INJURY**

Every effort should be made to avoid potentially dangerous situations in the clinical setting, but there are risks during nursing procedures. All students are required to implement Universal Precautions and safety measures in every clinical setting to decrease risks. Any student who has been exposed to blood and/or body fluids (i.e. needle sticks), communicable disease or sustained an injury will:

- Immediately report the incident to the course faculty and preceptor
- The clinical/course faculty will:
  - Report the incident per clinical agency protocol
  - Notify the course faculty immediately, the Course Coordinator and Graduate Program Coordinator
  - Submit a written report to the Graduate Program Coordinator and course faculty within 24 hours



- The student will follow the procedure of the clinical agency
  - Immediate treatment may include:
    - **Puncture wound:** Bleed wound and wash with soap and water;
    - **Exposure to eyes or mucous membranes:** Immediately flush with copious amounts of water;
    - **Exposure to other body surfaces:** Wash with soap and water
- The student will complete a Student Incident Report Form (see Forms section) within four (4) hours of incident
- The course faculty or Graduate Program Coordinator will:
  - Notify the Infection Control Nurse at the facility for further instructions on follow up
  - Student may be asked to be treated in the Emergency Department as necessary
  - Notify AUM Nursing Care Center through memo of incident to be filed in student record
- Students are responsible for all expenses incurred
  - Treatment will vary depending on the magnitude of exposure and the risk status of the source

## **CLINICAL PRACTICE POLICY**

Every AUM School of Nursing student is expected to demonstrate professionalism and safe practice at all times, in the clinical setting and while in the Nursing Resource Center. Any evidence of inappropriate behavior, as described by professional healthcare organizations such as American Nurses Association (ANA), Joint Commission (JC), and the Alabama Board of Nursing (ABN), may result in the student being asked to leave the clinical area and receive an Unsatisfactory for the day and/or course. Such behavior described by professional standards of care (i. e; ANA, ABN). Any behaviors inconsistent with this expectation will be documented and will remain a part of the student's clinical performance record throughout the nursing program. Unacceptable behaviors may be classified as unsatisfactory/unsafe or critical unsatisfactory/unsafe. Every unsatisfactory/unsafe behavior will have an incident report completed. (see Forms section)

### **Safe practice guidelines**

1. Students who are participating in any capacity other than observation in a clinical setting must be supervised by a clinical faculty member or preceptor.
2. Students will maintain their own health insurance as well as current immunizations, tuberculin skin test, and BCLS for Healthcare Providers status throughout the entire graduate nursing program to expedite clinical placement.
3. Students will not perform any invasive procedure on a patient without being directly supervised by a preceptor.
4. Students are NOT allowed to practice performing any kind of invasive procedure or skill on himself or herself or another person, to include, but not limited to, other classmates, family members, coworkers, friends, etc. while enrolled in the AUM College of Nursing and Health Sciences nursing program. Students not in compliance will meet with the dean regarding continuation in the program.
5. Students are NOT allowed to use any supplies from the clinical setting, NRC labs or their skills bags to practice performing invasive procedures or skills on themselves or any other person. The supplies provided by the AUM College of Nursing and Health Science nursing program are strictly for simulated learning experiences and not for human use. Students not in compliance will meet with the dean regarding continuation in the program.
6. Students will maintain patient confidentiality consistently by avoiding posting any patient information on any social media site. Students will also avoid posting information on social media that could be used to identify the location of any clinical site or personnel.

Failure to follow these safe practice guidelines may result in failure of the clinical portion of a course or dis-enrollment from the nursing program.

### **Unsatisfactory/unsafe practices**

An Incidence report will be completed for the following:

1. Any unprofessional/inappropriate behaviors as deemed by the preceptor or clinical faculty.
2. Any unsafe/negligent behavior that could have resulted in physical/emotional harm to the client without faculty/staff intervention.

An accumulation of 3 incidence reports will result in a full review of the student's clinical performance record by the Clinical Review panel.

### **Critical unsatisfactory/unsafe practices**

The following behaviors are considered **critical unsatisfactory/unsafe** and potentially place the client, self or others in immediate danger. An incident involving any of these behaviors will result in immediate dismissal from the clinical setting and an immediate full panel review from the Clinical Review Panel and may result in disenrollment from the School of Nursing.

1. Behavior that results in real or potential physical or emotional harm to another.
2. Behavior that is in violation of the course, school, university, or agency policy.
3. Violation of the Drug free campus and/or Suspicion of Chemically Impaired in the Nursing Student Policy.

### **Incident reports and clinical review panel process**

1. Clinical preceptor will notify the student of the behavior
2. Clinical preceptor will remove the student from the site as appropriate
3. Clinical preceptor will notify the Course Coordinator at the time the incident is identified and the Graduate Program Coordinator as indicated
4. Clinical preceptor will complete an incident report and send to Clinical Course Faculty by the end of the clinical day
5. Clinical Course Faculty will meet with the student to provide an opportunity for the student document a statement of the incident

The Clinical Review Panel consists of the Graduate Program Coordinator, and two (2) other faculty not assigned to the course designated by the Graduate Program Coordinator. Panel members may recuse themselves if there is a perception of conflict of interest. In this situation it may become necessary to supplement the membership of the panel. The student will not be able to participate in further clinical activities until the panel has made a recommendation and course faculty has made a final decision.

The Panel will make one of the following recommendations to the course faculty:

1. Student and faculty develop a plan of remediation
2. Assign course failure(s)
3. Submit recommendation to the dean to disenroll the student

The panel will communicate the recommendation in writing to the course faculty. Course faculty will consider the recommendation, make the final decision, and communicate decision to the student.

All unsatisfactory/unsafe incidents will be recorded and kept on file. Records must be maintained throughout the graduate program for clinical experiences for each student. Incidences are not confined to one course but are considered cumulative in evaluating the student's overall clinical performance.

**NOTE:** Accrued incidence reports will remain in effect for all students.

## **NURSING RESOURCE CENTER**

The AUM Nursing Resource Center (NRC) is comprised of three main areas; the Skills and Assessment Lab, the Simulation Lab, and the Computer Lab. The Nursing Skills and Assessment Lab is located in room 202 of Moore Hall. This lab is equipped with materials necessary for teaching technical and assessment skills while providing a clinical-like setting. The lab has ten hospital beds in two separate open areas with five low fidelity manikins to simulate real patients. This lab also has numerous models and task trainers that allow students to become proficient in patient care and various skills. In addition to learning how to perform a head-to-toe assessment on a patient, students learn skills such as medication administration, sterile wound care and dressing change, insertion and care of indwelling urinary catheters, central line care and dressing change, tracheostomy care and suctioning, insertion and care of nasogastric tubes, and initiating and maintaining IV therapy.

The AUM School of Nursing Simulation Lab is located in room 203 of Moore Hall. The simulation lab is a safe learning environment that supports and enhances improvement in patient care and safety by allowing students to learn from their mistakes without causing harm to actual patients. The students can work as a team while practicing patient assessment, critical thinking, communication, and interventions based on specific patient scenarios. The simulation lab contains two medium fidelity manikins by Laerdal called SimMan Classic. The lab also contains three high fidelity manikins: SimMan 3G and SimJunior by Laerdal and a birthing manikin named Noelle by Gaumard. These simulated patients have various features that mimic actual humans such as chest rise and fall while breathing, palpable pulses, various heart, lung, and bowel sounds, blood pressure assessment, and pre-recorded or live voices. These medium/high fidelity manikins can be controlled by instructors on the other side of a one-way glass from inside the control room. The control room has three control stations with advanced video system technology that manages pan-tilt-zoom video cameras, microphones, intercoms, audio/video recording and manikin operation. The simulation exercises can be streamed live into room 201 and then played back during simulation debriefing for critique.

The AUM School of Nursing Computer Lab is located in room 202A of Moore Hall. It includes 32 computers and two printing stations for student use. Each computer has loaded hardware and software to assist students and faculty with learning needs and research activities. The usual hours of operation are from 8:00 – 5:00pm Monday – Friday, but the computer lab is subject to closure for class testing.

The purpose of the AUM Nursing Resource Center is to provide a caring, learning environment where nursing students can enhance and challenge their ability to provide holistic client care through the development of assessment, communication, critical thinking, organizational, and psychomotor skills.

The NRC will meet this purpose by providing:

- A creative, clean, organized learning environment that mimics the clinical setting.
- Hours of operation convenient to students for independent practice during class and open labs.
- Clinical faculty available for instruction, questions, and critique.
- Additional learning activities/modules at student's request.
- Various task trainers, manikins and supplies for skill and assessment practice.
- Simulation scenarios progressing in difficulty to match student's skill level.

- Validation activities to ensure students' competence and confidence before performing skills within the clinical setting.

## **SKILLS/ASSESSMENT LAB GUIDELINES**

Active lab participation is a requirement of all students with top priorities of learning and safety! Below are the rules for the nursing skills/assessment lab.

- Treat the lab as a clinical setting – be professional, respectful, and considerate of others.
- Treat manikins as real patients – keep them as covered as possible and move with care.
- Students are required to wear professional business attire with white AUM labcoat or clean pressed scrubs with AUM labcoat while working and practicing in the lab.
- Work safely utilizing proper body mechanics while practicing assessment and skills.
- NO food is allowed in the lab and drinks must have lids or tops – drinks must also be kept on the tables and not near the bed areas. Throw away drinks when done.
- Practicing procedures on other students such as blood pressure checks should be observed by a faculty.
- Do NOT take supplies or equipment out of the cabinets or from the lab area. If you need additional supplies, please ask.
- If you would like to check out equipment, videos, or books it must be approved by lab staff and logged in the check-out folder.
- Notify lab staff of problems such as broken equipment, spills, empty soap dispensers, etc.
- Leave the lab as you found it – make sure to lower beds, put side rails up, tuck in bed linens, and throw away trash.
- Dispose of materials in the proper containers – NEVER put sharps in the trash cans and NEVER put trash in the sharps containers.
- Unless directed by the instructor for calculations or drug apps, cell phones are NOT allowed out during lab time. They should be turned to silent and kept in your bag within the cubby boxes.
- When in doubt – ASK!

During lab time for class, practice, or validations, students are asked to store their skills bags and other personal items in the cubby boxes provided in the NRC. Please do not bring valuables in the lab as we cannot be responsible for lost or stolen items. Also during lab time, students are required to perform procedures on manikins and on each other. Every effort will be made to protect the privacy of students. Procedures performed on each other include, but are not limited to, bed baths, oral hygiene, physical exam techniques, transfer and positioning, and range of motion.

The NRC does not provide latex free supplies, but makes every effort to use non-latex items if available. Students with latex allergies will be expected to provide his/her own supplies if needed. If you do have latex allergies, please notify your lab instructor.

In an effort to ensure a productive learning environment, children are not allowed in any of the NRC labs and for safety purposes, children may not be left unattended in Moore Hall. Please make alternate arrangements for your children during lab time.

Various resources are available to students in the NRC. Some items will be on reserve while others will be available throughout the semester. These items include books, magazines, CDs, DVDs, teaching aides, and models. Ask if you need assistance with these items and please

make sure to log these items in the check-out folder before use. Some items are in high demand during certain periods of the semester and can only be checked out for shorter periods of time. When returning your resource, please have the lab faculty initial in the book to confirm the item return. Any item not returned within the allotted time or damaged may have to be purchased and/or replaced by the student. Students may not be allowed to register for university courses until payment for lost or damaged equipment is received.

Each class will be assigned open lab time during the semester. Students are encouraged to practice as much as possible. If additional labs are needed during certain times of the semester, please contact the NRC Coordinator at 244-3995 to schedule additional practice time. Please also contact the NRC Coordinator for any other needs, concerns, or problems pertaining to the NRC if needed.

## VALIDATION GUIDELINES

Validations are an evaluation of the student's ability to competently and safely perform a skill or assessment utilizing critical thinking. Skills evaluation rubrics provided by your instructor indicate the expected behaviors/actions necessary to provide safe and adequate care. Read and study your skills guide – this is the evaluation tool used for validations. Below are the guidelines to follow during scheduled validations.

- Clean pressed scrubs and the AUM lab coat is required.
- Maintain a quiet, respectful atmosphere while in the NRC – remember to be considerate of your peers.
- The validation schedule will be sent to your student email/blackboard prior to your scheduled time. You may be asked to wait in another room until you are called to start.
- Seek clarification of questions prior to scheduled skills validation.
- Students are expected to come to validations prepared.
- Unless otherwise instructed, arrive **30 minutes** prior to your scheduled skills validation to organize thoughts, plan care, research medications, do any calculations and gather supplies.
- Be ready to actually begin the skills validation at the scheduled appointment time.
- Any major schedule conflicts must be submitted via email to the Course Coordinator as soon as possible – emergencies that require absence from the skills lab will be considered on an individual basis.
- The assigned validation time is a clinical component and the same policies apply (tardy, absences, etc.).
- After validation students are responsible for removing supplies in a timely manner so that the next student may begin on time.
- Students are responsible for bringing their own supplies to each scheduled validation. This includes having your rubrics pre-printed and handed to validation instructor when validation begins.
- Invasive procedures can only be performed on manikins.
- Students are responsible for all posted information related to skills validation.
- The student's lab performance will be evaluated on a numerical basis from the skill evaluation rubrics.
- **DO NOT** discuss the validation scenario with any other students.

Validation evaluation and success is based upon each specific class requirement. Please see your course syllabi for validation grading criteria. Students will be scheduled for skills validations through the Course Coordinator. There must be at least 24 hours between validation attempts. **Failure to participate in clinical experiences due to lack of skill validation may result in an unexcused absence and an incident report for unsatisfactory practice.**

## **SIMULATION LAB GUIDELINES**

The AUM School of Nursing simulation lab is a safe learning environment that supports and enhances improvement in patient care and safety by allowing students to practice patient assessment, critical thinking, communication, and interventions based on specific patient scenarios. Below are guidelines and Golden Rules of the simulation lab.

- The AUM School of Nursing lab coat and clean pressed scrubs is required.
- Each student is required to complete a simulation user and confidentiality agreement after entering the nursing program, but before their first simulation exercise.
- Unless otherwise instructed, arrive **15 minutes** prior to your scheduled simulation and wait in room 201 for pre-briefing instructions.
- You may be asked by your instructor to do pre-simulation activities such as chapter reviews or article readings in order to assist in meeting the simulation scenario objectives.
- Bring your stethoscope and any paperwork required by your instructor to the simulation exercises.
- Be ready to actually begin the simulation scenario at the scheduled time.
- The simulation time is a clinical component and the same policies apply (tardy, absences, etc.).
- Treat the simulation lab as a clinical setting – be professional, respectful, and considerate of others and the manikins.
- Unless directed by the instructor for calculations or drug apps, cell phones are NOT allowed out during simulation time.
- Students may be assigned different healthcare provider or family member roles during simulation scenarios to assist with communication and teamwork objectives.
- During simulation activities, students may be recorded for live streaming, play back, review, critique, individual student evaluation, or research purposes.
- Students are not currently graded on simulation performance, but may be required to complete further simulations if determined by the simulation instructors.
- DO NOT discuss the validation scenario with any other students.
- When in doubt – ASK!

Below are the Golden Rules of Simulation. They should be reviewed with you before each simulation exercise.

- Make Mistakes
- Make the Most of Your Time
- Assess, Assess, Assess
- Teamwork
- Be Safe

## **COMPUTER LAB GUIDELINES**

The AUM School of Nursing computer lab is for use by current nursing students only. Please be considerate of other users while working in the computer lab. Below are rules of the computer lab.

- **NO eating or drinking in the computer lab at any time!** If you are caught eating or drinking, you will be asked to leave the lab.
- NO loud talking – It is a quiet place of study.
- Use earphones when playing videos.
- Turn cell phones to OFF or SILENT
- Do not waste paper – only print what is needed.
- Print six slides per page for PowerPoint lectures.
- Place unwanted paper in the blue recycling bin near the door.
- Clean up your work area and place trash in the trash can.
- Do not download any programs or software to the NRC computers.
- Each time you insert a disk or CD – immediately scan it for viruses before completing any other actions.
- Save all documents to a disk or flash drive – not the hard drive. The hard drive is rebooted daily and will automatically erase documents saved.
- Be considerate of other students in the lab.
- Log off after each use.

The NRC is equipped with the Pharos print management system to help reduce wasted paper and toner in the computer lab. To print from the Pharos system after the print window pops up, enter your user ID (the part of your Outlook email before the @) and give the document a name. Then proceed to either kiosk system and enter your user ID and password. The password is automatically set to match your outlook email password.

If the printers are in need of copy paper or the toner is running low, please contact the NRC Coordinator in the Skills/Assessment Lab.

## **DRUG SCREENING POLICY**

All nursing students participate in clinical practice held at various health care institutions in Alabama. These clinical agencies and Auburn University at Montgomery School of Nursing have contractual relationships that require the School to abide by the substance abuse control policy of the agencies. There are several agencies that are used for clinical experiences for all students and that require the School of Nursing to certify that our students have completed a negative screening for drugs. Because these required clinical experiences begin in the first semester of the program, all nursing students will have a pre-admission 10-panel urine drug screening conducted according to current laboratory protocols. Additional drug screening will be done if the student exhibits behaviors indicative of substance abuse after admission. Students are responsible for fees incurred.

### **Pre-Clinical Screening**

A positive pre- admission drug screen will result in the denial of admission to the School of Nursing. If there is a valid medical reason why a student is taking a drug on the screen, a letter from the prescribing physician stating the reasons for the medication and the expected duration of treatment must be sent to the Dean.



## **SUSPICION OF CHEMICAL IMPAIRMENT IN THE NURSING STUDENT POLICY**

In order to provide a safe teaching and learning environment to students and to patients who receive nursing care from students, nursing students must not be chemically impaired during participation in any learning experience, including classroom, clinical laboratory, clinical settings, and other school sponsored functions.

The School of Nursing follows the university's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on university property or as a part of any university affiliated academic activity, including off- campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the university in conformance with university policy (See Auburn University Montgomery Student Handbook regarding Drug-Free Campus and Workplace Policy Statement) and/or the policy of the clinical site agency.

The AUM SON defines the chemically impaired student as a person who, while in the academic or clinical setting, is misusing or abusing, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, synthetic designer drugs, or other mood altering substances. Abuse of the substances includes episodic misuse or chronic use, either prior to or during the academic or clinical experience, which has produced psychological and/or physical symptoms and presents a danger to the students or others.

### **Procedures for Faculty Intervention with the Suspicion of Chemical Impairment in the Nursing Student**

- **Notify the Dean of the School of Nursing.** If the Dean is unavailable for consultation, the faculty should proceed with intervention according to procedure and notify the Dean as soon as possible.
- If the student demonstrates impaired behaviors, remove the student to a private area and question the student regarding the use of any substances and, if used, what, when, and how much was used and by what route it was taken
- Discuss the signs and/or behaviors observed and allow the student to provide a brief verbal explanation
- Even if the student denies misuse or abuse of any chemical substances the student will be relieved of further clinical and/or classroom responsibilities until notified to the contrary by the Dean of the School of Nursing.
- The student is informed they appear to be in violation of the Policy regarding the suspicion of chemical impairment and sent immediately for a urine drug screen. Collection and testing services shall be performed by a Drug and/or Alcohol Testing Provider chosen by the College or its designee. If the Testing Event occurs at a facility where testing can be fairly and confidentially conducted, the testing should occur at the facility. If not, then the student shall be transported to a location designated by the Drug and/or Alcohol Testing Provider by a designee of the Graduate Program Coordinator, who shall wait with the student at that location until the Drug and/or Alcohol Testing is completed and then transfer the student back to the location from which the student was transported. The student may not transport themselves to the Drug and/or Alcohol Testing facility.(student is responsible for any costs incurred during the process)
- Faculty must meet with the student the next day school activities are in progress
- Gather and document data on behaviors
- Submit report to the School of Nursing Dean and the student
- \*The Dean will meet with the student and faculty – student is given opportunity to respond

(copy will be placed in separate, confidential file in the Dean's office)

- **For positive drug screen:** Student will be required to provide a comprehensive chemical dependency evaluation prior to being allowed to return to class or clinical (student is responsible for any costs incurred during the process)
- **For negative drug screen:** Student may be required to have a physical from a health care provider indicating they are able to continue safely in the clinical setting
- A semester grade, as appropriate, of I (Incomplete), W (Withdrawal), F (Failure), or U (unsatisfactory) will be assigned for current nursing courses following the chemical dependency evaluator's determination of the student having been chemically impaired. Factors related to the grade determination include the amount of course work completed, the time remaining in the semester, the ability of the student to complete the course requirements, the current standing in the course, and the treatment recommendations of the chemical dependency evaluator. (See Forms section)
- If the student refuses to obtain a comprehensive chemical dependency evaluation, the student will be dismissed from the program and may not return as an out of sequence student. The student has a right to appeal this decision as outlined in the AUM Student Handbook.

\*During the meeting, the academic consequences will be explained to the student by the Dean. Participation in clinical course work is contingent upon completion of the comprehensive chemical dependency evaluation as follows:

Chemical Dependency Treatment is not recommended: The student will be allowed to continue in the nursing program, but will have random drug screens performed.

Chemical Dependency Treatment is recommended: The student must withdraw from the course and may reapply for admission ONLY after successful completion of the treatment program and a recommendation from the treatment facility. In the event that the student is readmitted, the student will sign an agreement to have his or her progress monitored by the Auburn University Montgomery School of Nursing, which will include random drug screening throughout the program.

Licensed Nursing Student: If a licensed nursing student has a positive urine drug screen, the student must notify the Alabama Board of Nursing within five working days. The student is required to obtain a chemical dependency evaluation. If treatment is recommended the student may voluntarily request to enter the Alabama Nondisciplinary Alternative Program for Impaired Nurses (see Chapter 610-X-13 of the Alabama Board of Nursing Administrative code). If the student fails to contact the Board of Nursing, the Dean of the School of Nursing will contact the Board regarding the **positive urine drug screen**. The Auburn University Montgomery School of Nursing will work cooperatively with the Alabama State Board of Nursing to ensure the student's program compliance and successful completion. Students must complete treatment before continuing in the Auburn University Montgomery Nursing Program.

**If additional or continuing chemical impairment occurs subsequent to implementation of these procedures, the nursing faculty will administratively dismiss the student from the program. The student has the right to appeal this decision as outlined in the Student Handbook.**

The University has a responsibility to comply with the Americans with Disabilities Act of 1990. Implementation of this policy will not violate the rights for those students who qualify under this Act.

### **Signs and Symptoms of Possible Substance Abuse Among Nurses/Nursing Students**

**Psychological Problems:** Irritability Moodiness, Tendency to isolate self

**Symptoms:** Odor of alcohol, Slurred speech, Unsteady gait, Errors in judgment

**Social Change:** Eats alone, Avoids social gatherings, Excessive absenteeism, A pattern of tardiness, Late assignments with elaborate excuses, Avoiding peers and faculty, Avoiding group work, Deteriorating productivity **Change to Personal Appearance:** Change in dress, Unkempt appearance, Flushed complexion, Red eyes, Hand tremors, Swollen face

**Mental Status Changes:** Forgetfulness, Confusion, Decreased alertness

**General Behavior:** Inappropriate responses, Elaborate excuses for behavior, Intolerance of others, Suspiciousness, Nervousness

### **CORE PERFORMANCE STANDARDS**

#### **Core Performance Standards for Admission and Progression for pre-licensure students for Clinical Coursework in the College of Nursing (Adapted from the Southern Council on Collegiate Education for Nursing)**

Students admitted to the AUM School of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entering into clinical courses. The School of Nursing will provide reasonable accommodations to a qualified nursing student with a disability. However, it must be noted that nursing is a physically and mentally demanding profession. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. The following Core Performance Standards will be used by Center for Disability Services, and students, along with faculty, to determine whether or not accommodation(s) can be made reasonably. It is the responsibility of students to request accommodations in a timely manner and students are encouraged to contact the AUM Center for Disability Services for determination of reasonable accommodations. Students may not receive any accommodations unless the student has been approved for those accommodations by the AUM Center for Disability Services.

<b>CORE PERFORMANCE STANDARDS</b>		
<b>Issue</b>	<b>Standard</b>	<b>Examples of Nursing Activities</b>
Critical Thinking	Ability to critically think for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.	Competent assessment of patients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, development of appropriate nursing care plans, evaluation of the effectiveness of interventions and revision of planned interventions.
Cognitive	Ongoing capacity to learn new information and skills to provide safe and effective nursing care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information.	Gain knowledge of new skills and rationales for nursing care in a timely manner. Discover and adopt new methods of providing nursing care to reflect the constantly changing health care environment.

Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport and relate effectively with patients, their families, and colleagues. Work effectively with these individuals during times of physical and emotional stress. Provide care with consideration for social and cultural needs of patients and their families.
Communication	Communication abilities sufficient for interaction with others in verbal and written form to include professional interactions.	Follow verbal and written instructions. Clearly communicate with other health care providers through appropriate documentation of nursing interventions provided and patient responses. Provide effective patient teaching. Professional consultation with other health care providers.
Mobility	Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. The ability to meet the physical demands of providing nursing care.	Lifting, moving, carrying, pushing, pulling, and supporting patients, equipment and other objects independently. Standing, bending, walking, and sitting while working directly with patients and colleagues, and documenting care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform vital signs, BLS, and physical assessment. Use equipment, hand IVs and tube feedings, draw up and give medications to include injections. Document legibly in writing or accurate type.
Tactile	Tactile dexterity sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheter, giving injections.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading charts, flow sheets, monitors, thermometers. Assessment of patient skin color, pupil size and movement, wound healing. Accurately prepare and administer medications.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by patients, families, and co-workers. Understanding mechanically reproduced voices.
Personal Behaviors	Personal behaviors consistent with the American Nurses' Association Code for Nurses.	Demonstrate personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, harm toward self or others, or engaging in or supporting criminal behavior.

Adapted from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN).

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996, referred to as HIPAA, was established to provide national standards for privacy and confidentiality of all health information and electronic transmission of all health information.

### **Policy**

The Auburn University at Montgomery School of Nursing collaborates with healthcare organizations and healthcare providers during the educational experiences for nursing students. In accordance with this collaboration, all students and faculty must abide by HIPAA regulations and provide or verify that education on HIPAA has been provided to students who are enrolled in the program. HIPAA education must be completed before a student or faculty is allowed to begin clinical/practicum with a healthcare organization or healthcare provider.

### **HIPAA Training Procedure**

All students will complete HIPAA training and submit proof of training by end of first week of classes prior to beginning clinical/practicum experiences. A signed HIPAA confidentiality form will verify training and be kept in the student's file throughout the program.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **ACADEMIC HONESTY**

Honesty and integrity are highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a crucial factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in the AUM Undergraduate Catalog.

Faculty may use [www.turnitin.com](http://www.turnitin.com) or SafeAssign to review papers and projects for plagiarism. The website allows faculty to quickly and easily compare student reports to billions of web sites and databases of student papers. After submission of the paper, faculty receives a report that states if and how another author's work was used.

Academic action will be taken for the following behaviors:

1. Cheating – whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material will also constitute cheating.
2. Plagiarism – whereby another's work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
3. Falsification of clinical paperwork, including clinical logs, journals or other related paperwork.
4. A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

### **PROFESSIONAL CONDUCT**

Students are expected to conduct themselves in a professional manner at all times as representatives of Auburn University at Montgomery and the School of Nursing. It is expected that students will treat faculty, staff, clinical staff, facility staff, patients, families and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs. Furthermore, students should strive to maintain

optimal personal health and well-being (Review Student Discipline Code in the AUM Student Handbook).

### **INCIVILITY**

Incivility will not be tolerated in the clinical environment. Students are expected to demonstrate respect for self, peers, and instructors, at all times. The assigned course faculty member, preceptor, or designated personnel reserves the right to dismiss the student from the clinical experience if actions are deemed inappropriate. As per the AUM University and the MSN Graduate Handbooks, students who exhibit behavior which is inconsistent with the stated mission and goals of the University and its regulations, may be subject to formal disciplinary procedures.

### **VIOLATION OF PROFESSIONAL STANDARDS OF BEHAVIOR**

If a student is deemed to have a problem related to inappropriate behavior/professionalism, including academic integrity as specified in the AUM Student Handbook disciplinary action will be initiated. Personal cell phones and other electronic devices may be used in the clinical setting to access clinical applications and resources, or to maintain communication with a Clinical Nursing Faculty member or preceptor. Personal cell phones and devices may not be used to conduct personal business while the student is in a clinical placement site. Cell phones and other devices that a student has for their employment are not allowed in the clinical setting. Students are required to comply with any agency specific rules regarding use of cell phones and other electronic devices.

Communication of inappropriate student behavior will result in the following actions:

1. An incident of inappropriate action by the student is to be submitted in writing to the Dean.
2. The student will be notified of the allegation.
3. The Dean will appoint an *ad hoc* committee within five working days\* of the submitted documentation. The committee will be composed of an appointed faculty chairperson, the student's academic advisor, and one other faculty member, and any appropriate university representative.
4. The chairperson will next solicit the student's response within the next three working days\*.
5. The committee process will review all documentation, conduct interviews as appropriate and make recommendations to the Dean of the College of Nursing and Health Sciences (CONHS).
6. The Dean of the CONHS will consider the committee's recommendation, and then make the final decision to retain, suspend, or disenroll the student. A written notification of the decision will be communicated to the student and all appropriate individuals.

\*Weekdays in which School of Nursing classes are in session

### **STUDENT GRIEVANCES**

Students should follow the appropriate chain of command when a grievance exists. The administrative hierarchy for discussing student concerns is: Faculty, Course Coordinator, Program Coordinator, and Dean of the College of Nursing and Health Sciences. (Review Appeal of Grades found in the AUM Student Handbook)

## **AUM STUDENT SERVICES**

### **STUDENTS WITH DISABILITIES**

Auburn University at Montgomery and the SON attempts to make reasonable accommodations to meet the special needs of its students with disabilities. Students requiring special services

should notify their faculty as soon as possible. Assistance is available from the Center for Disability Services (CDS) which is located in 147 Taylor Center, 334-244-3631 or by email at [cds@aum.edu](mailto:cds@aum.edu)

### **AUM LEARNING CENTER**

The SON partners with the AUM Learning Center (LC) which offers free individual tutoring in writing across the disciplines and mathematics in any course for all currently enrolled AUM students. Call or drop by to make a 30-minute appointment. Your instructor will receive a report of your visit. Check us out at <http://www.aum.edu/academics/warhawk-academic-success-center/learning-center-isl/learning-center> where you will find many helpful pdf documents and links to many excellent web sites. The LC is located on the second floor of the library tower. The LC is also open for evening services in the first floor of the library and tutoring in North Commons for students who live on campus. Call 334-244-3470 to make your appointment or to ask for information about current hours.

### **TECHNICAL ASSISTANCE**

Students can receive technical assistance from a number of resources on campus. If you are having issues with Blackboard a good place to start is in the Blackboard Student Resource and Orientation Course. All students are enrolled in the course and you will find it on your Blackboard course list. You can also look for solutions in the Online Help Desk located in My AUM. If you continue to experience problems please contact the ITS Helpdesk either by email at [helpdesk@aum.edu](mailto:helpdesk@aum.edu) or by phone at 334-244-3500

## **SCHOOL OF NURSING RESOURCES/INITIATIVES**

### **SERVICE (COMMUNITY PARTNERSHIPS/COLLABORATION)**

Service to the school, profession, and community is encouraged both as part of the formal curriculum and through activities of the students and faculty. Students and faculty have both leadership and participant roles in the governance of the university. Active participation in professional organizations is encouraged at the local, state, regional, national and international levels. Collaborative work with the community is evident both in the linkages established by the School of Nursing through professional and civic work of students and faculty.

### **ADVISEMENT**

The faculty recognizes that successful student outcomes, retention, and satisfaction with the educational process can be influenced by advisement, mentorship, and cooperation between faculty and students. Student advisement is based on a professional relationship that is accessible, and provides specific and accurate information. Each nursing student will be assigned has access to the Graduate Academic Advisor upon admission. The purpose of the Graduate Academic Advisor is to assist with admission, registration, offer guidance and maintain current Plans of Study for each student.

### **FACULTY AVAILABILITY**

Each faculty member will post scheduled office hours in the syllabus and office door for each semester. Students are encouraged to make appointments with faculty/advisors during their scheduled office hours. AUM email communication is encouraged to schedule appointments or for problems not requiring an appointment. Faculty/advisors will make every attempt to schedule an appointment to meet student needs. The Program Coordinators, and Dean of the College of Nursing and Health Sciences are available to meet with students as needed; appointments are encouraged to ensure adequate time is available to address student issues,

concerns, and suggestions.

## **COMMUNICATION**

AUM email is the preferred form of communication among faculty, staff, and students. All are expected to check email frequently. During business hours for the university, faculty and students should expect a response within 48 hours, unless out of office, when an auto-response should be posted. Emails received on weekends and holidays will be answered within 48 hours of the first business day.

## **MISCELLANEOUS INFORMATION**

### **FINANCIAL AID/SCHOLARSHIPS/AWARDS**

Nursing students may be eligible for financial aid. Nursing students may obtain information, apply for and receive various types of financial aid administered through the AUM Office of Financial Aid. To be eligible for financial aid students must have a current Free Application for Federal Student Aid (FAFSA) on file.

School of Nursing students in pre-licensure, post-licensure, and graduate programs are eligible for several honors/awards that are intended to recognize outstanding student performance. The awards with eligibility requirements can be found on the AUM College of Nursing and Health Sciences (CONHS) website.

In addition to awards, there are a number of scholarships available through the School of Nursing. (Note: student loans are not considered scholarship funds)

To be considered for a School of Nursing scholarship, a scholarship application form must be completed which will be distributed in fall and spring semesters by the faculty chair of the Scholarships and Awards Committee. Eligibility requirements for SON scholarships can be found on the AUM CONHS website. PLEASE NOTE that it is an expectation for scholarship recipients to attend the Honors Night ceremony at the AUM CONHS.

### **CHILDREN IN AUM SCHOOL ACTIVITIES**

Children are not to be brought to class, campus labs or clinical agencies.

### **INCLEMENT WEATHER**

Occasionally inclement weather occurs. Students need to monitor school closings on the television and radio stations. If Auburn University at Montgomery is closed, the School of Nursing will not hold classes, labs or clinicals. AUM will also send alerts through AUM Alert. To sign up for this service please visit <http://www.aum.edu/about-aum/public-safety/severe-weather>. AUM Alert is strongly encouraged as a method for receiving emergency warnings.

If you are scheduled for a clinical experience at a time when there is inclement weather in your area, you must communicate with your faculty course coordinator regarding your inability to access your clinical experience. Weather conditions can vary from town to town and if you do not communicate with your faculty member, it may be considered an unacceptable absence. Every clinical day must be accounted for and make-up will be scheduled as needed.



## GRADUATE CLINICAL STANDARDS

In order for a student to pass a clinical course, satisfactory clinical performance must be attained. A student must achieve satisfactory evaluations from both the Graduate Nursing Faculty and preceptor in order to pass the clinical component. Failing the clinical component will constitute a failure for the entire course. Students must demonstrate at all times clinical integrity, honesty, and confidentiality. Students are referred to the *AUM Graduate Course Catalog* for policies regarding Conduct and Integrity.

### **Clinical/Practicum Preceptor Arrangements**

1. If student identifies a potential preceptor, the student must submit a completed *Preceptor Approval Form* to the Family Nurse Practitioner Coordinator (FNP). Multiple preceptors may be required to complete clinical hours. A separate form should be submitted for each preceptor.
2. The FNP Coordinator will contact the potential preceptor
  - Establish the provider's availability
  - Discuss the needs of the student and FNP program objectives
3. *Students should not contact preceptors directly, unless approved by the FNP Coordinator.*
4. The FNP Coordinator will notify students when all assignments are confirmed and a facility/provider contract is in place.
5. Upon receipt of placement, the student should send a cover letter (email is acceptable) to the preceptor (Sample forms can be found on Blackboard®)

### **Clinical/Practicum Preceptors**

The clinical preceptor is an expert health care provider or nurse educator who has an interest in teaching and mentoring. The preceptor facilitates student learning of the role and function of the advanced practice nurse or nurse educator.

Preceptors may include doctoral or masters-prepared registered nurses, Certified Registered Nurse Practitioners (CRNP), Doctors of Medicine (MD). Doctors of Osteopathy (DO) and who are appropriately credentialed in a particular field. CRNPs must have national board-certification and a minimum of 2 years of clinical experience. Anything less must be approved by FNP coordinator. The above is simply a list of possible preceptors.

Students will be assigned to an appropriate preceptor in accordance with national certification bodies and accreditation standards. Program coordinators/directors reserve the right to accept or reject assigned or potential preceptors. Preceptors may NOT be a current supervisor, spouse, relatives, or close personal friend. Students may not complete any clinical rotations in the unit/department in which they are employed.

If you have any questions or concerns regarding the clinical experience, please refer to the following points of contact:

<p>Family Nurse Practitioner Coordinator</p>	<p><b>First point of contact:</b></p> <p>Robyn Caldwell DNP, FNP-BC, CNE  Assistant Professor  Family Nurse Practitioner Coordinator  Auburn University Montgomery  College of Nursing and Health Sciences  PO Box 244023  7461 East Drive  Moore Hall, Office 314  Montgomery, AL 36124-4023  P: 334-244-3817  F: 334-394-5218  Email: <a href="mailto:rcaldwe4@aum.edu">rcaldwe4@aum.edu</a></p>
<p>Graduate Program Director</p>	<p><b>Second point of contact:</b></p> <p><i>Julie C. Freeman, DNP, ACNP-BC, MSN  Coordinator for the RN to BSN Program  Graduate Program Coordinator  Associate Professor  Auburn Montgomery  School of Nursing  308 Moore Hall  334-244-3142 (Office)  <a href="mailto:Jfreema3@aum.edu">Jfreema3@aum.edu</a></i></p>

**Clinical/Practicum Site Visit Protocol**

Graduate Nursing Faculty will conduct site visits a minimum of once during each clinical rotation. Site visits are arranged in advance with consideration to preceptor, student, and nursing faculty schedules. The student is responsible for clearly communicating to the preceptor the site visit date, time, and objectives of the visit.

The Graduate Nursing Faculty member will discuss general student progress with the preceptor in the presence of the student. The Graduate Nursing Faculty member will discuss student progress toward completion of clinical/practicum assignments and attainment of course outcomes.

Additional clinical site visits may be scheduled for the following reasons:

- The Graduate Nursing Faculty judgment is that an insufficient number/mix of patients was available in order to adequately assess the student.

- The Graduate Nursing Faculty judgment is that the student has not met benchmarks for the minimum criteria for successful completion of the clinical rotation.
- The preceptor requests additional site visits.
- The student requests additional site visits.

### **Program-Specific Site Visit Objectives**

#### **Family Nurse Practitioner:**

- Graduate Nursing Faculty will review and discuss clinical experiences, logs, and goals with the student.
- Graduate Nursing Faculty will review and discuss the medical records of 1-3 patients in which the student performed and documented the history, physical exam, differential diagnoses, and management plan. The student will present the patients to the Graduate Nursing Faculty, including the chief complaint (CC), history of present illness (HPI), pertinent medical history, physical exam findings, primary differential diagnoses, and management plan.
- Graduate Nursing Faculty may observe the student while performing the history, exam, diagnosis, and management plan on at least one patient.
- If the site visit needs to be rescheduled for any reason, all parties are to be notified immediately through appropriate course email and/or phone.

#### **Nurse Educator Certificate:**

- Clinical Nursing Faculty will review and discuss with the student personal outcomes, practicum experiences, and weekly logs.
- Clinical Nursing Faculty will observe and provide feedback as the student performs one oral presentation in the practicum setting.
- Clinical Nursing Faculty will discuss how the student is integrating class materials and new knowledge into weekly outcomes, including but not limited to the following concepts: principals of teaching and learning, learning styles, use of technology in nursing education, and interdisciplinary collaboration.

### **Clinical Evaluations**

Routine clinical/practicum evaluation is performed to assure that all students have timely and beneficial formative and summative evaluation of their clinical progression in the specialty MSN courses. See *AUM Graduate Handbook for additional information*.

### **Unsatisfactory Clinical Performance Policy**

In order for a student to pass a clinical course, satisfactory clinical performance must be attained. A student must complete the required number of clinical/practicum hours and achieve satisfactory evaluations from both the Graduate Nursing Faculty and the preceptor in order to pass the clinical component. See *AUM Graduate Handbook for additional information*.

## **Student Responsibilities in the Clinical Site**

Students are responsible to:

1. Communicate their learning outcomes to the clinical preceptor.
2. Arrive on time at the clinical/practicum site mentally, intellectually, and physically prepared for learning.
3. Perform learning activities within your concentration of study's scope of practice as assigned by the clinical preceptor.
4. Negotiate with the preceptor additional experiences that facilitate learning.
5. Be aware of personal learning needs and seek opportunities to address known deficits.
6. Initiate scholarly discussions with the preceptor relative to the role of advanced practice nurse or nurse educator.
7. Coordinate the practicum plan and schedule with the preceptor, provide Graduate Nursing Faculty with dates and times they will be on the agency site. Students are expected to accommodate the personal schedule of the preceptor. If time concerns arise, the student should immediately inform their assigned Graduate Nursing Faculty.
8. Maintain professional conduct and decorum at all times.
9. Complete the required practicum hours by the assigned
10. Notify the Graduate Nursing Faculty immediately in case of clinical concerns or incidents, including any change in the student's health, criminal, or drug status.

## **Clinical Etiquette**

Students are a 'guest' at the practicum site and are reminded that business must be conducted despite the needs of the student. Students should review the protocols for the practicum site and identify needs specific to the practicum site.

## **Cell Phones**

Personal cell phones and other electronic devices may be used in the clinical setting to access clinical applications and resources, or to maintain communication with a Graduate Nursing Faculty member or preceptor. Personal cell phones and devices may not be used to conduct personal business while the student is in a clinical placement site. Cell phones and other devices that a student has for their employment are not allowed in the clinical setting. Students are required to comply with any agency specific rules regarding use of cell phone and other electronic devices.

## STUDENT LIFE

Nursing students are encouraged to participate in student activities at the school and university levels.

### **NURSING HONOR SOCIETY - SIGMA THETA TAU INTERNATIONAL (STTI) – KAPPA OMEGA CHAPTER**

Sigma Theta Tau is the International Honor Society of Nursing. Kappa Omega is the chapter of Auburn University at Montgomery. Students who meet eligibility criteria will be invited to apply each fall and spring semester. Faculty counselors are available to answer questions about membership.



Graduate students are eligible and will be invited to apply if they have met the following criteria:

- completed half of the nursing curriculum
- Achieved a nursing GPA of at least 3.0
- Scored in the upper 35% of the graduating class
- Demonstrated academic integrity and professional leadership potential

### **STUDENT REPRESENTATION**

Students are welcome to attend AUM SON committee meetings. Student attendees are expected to model academic and professional integrity.

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**Auburn University Montgomery**  
**P.O. Box 244023**  
**Montgomery AL 36124**  
**Phone (334) 244-3658F**  
**ANNUAL HEALTH ASSESSMENT**

**Health assessment must be recorded on this form.**

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Weight \_\_\_\_\_ Height \_\_\_\_\_ Allergies \_\_\_\_\_

Temp \_\_\_\_\_ Pulse \_\_\_\_\_ Resp \_\_\_\_\_ BP \_\_\_\_\_ / \_\_\_\_\_

Significant Medical History: \_\_\_\_\_

Medications: \_\_\_\_\_

Skin: \_\_\_\_\_

Eyes: \_\_\_\_\_

Vision: Right \_\_\_\_\_ Left \_\_\_\_\_ Corrected: Right \_\_\_\_\_ Left \_\_\_\_\_

Ears: \_\_\_\_\_ Hearing: \_\_\_\_\_

Nose: \_\_\_\_\_

Throat: \_\_\_\_\_

Lungs: \_\_\_\_\_

Heart: \_\_\_\_\_

Abdomen: \_\_\_\_\_

Musculo-Skeletal: \_\_\_\_\_

Neurological: \_\_\_\_\_

**NOTE:** Students must possess the functional ability to perform the skills and demonstrate the behaviors required of a professional nurse. These abilities include but are not limited to (a) adequate vision, such as that required to observe changes in physical conditions, to read small print on labels and reports, and to discern subtle changes in color; (b) adequate hearing, such as that required to distinguish muted sounds through a stethoscope; (c) fine motor skills and manual dexterity, such as required to handle small, delicate equipment; (d) strength to turn and assist with lifting adults, and to lift and carry children; (e) the mobility to perform skills and respond quickly in emergency situations; (f) the ability to communicate and interact effectively with others, verbally and in writing; and (g) the ability to detect odors.

**\*\*\*Are there any conditions, concerns, or treatments that may affect the ability of this student to meet these program requirements? ( ) YES ( ) NO**

**Health Care Provider's Name (Print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_

# Immunization Form

To ensure the health and safety of our campus, immunizations against communicable diseases is extremely important. Vaccination against Measles, Mumps, Rubella (MMR), Tetanus, Diphtheria and Pertussis (Tdap), and proof of negative Tuberculosis is required of all students entering Auburn Montgomery. This form must be completed and is the preferred document for proof of immunizations and TB testing.

Complete and Return to: **Student Health Center**  
**Attn: Immunizations**  
**PO Box 244023**  
**Montgomery, AL 36124**  
**(334) 244-3281 Fax (334) 244-3396**

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Street City State Zip Code*

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date of Enrollment \_\_\_\_\_  
*/ / / / / /*

## REQUIRED IMMUNIZATIONS

### Tuberculosis Screening (within 6 months prior to semester student is to begin at AUM.)

Date Given \_\_\_\_\_ (Date of reading, within 48 to 72 hours of date given) TB skin test (PPD) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Results: Positive \_\_\_\_\_ mm Negative \_\_\_\_\_ mm

If positive, you must attach a radiology report from chest X-ray and documentation of treatment.

### Tetanus, Diphtheria, Pertussis (Tdap) Vaccine. Students without previous documentation of a Tdap vaccine should have one dose within the last 10 years. Other students should be current to maintain their status throughout their entire academic career.

Date of Tdap vaccine: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Measles, Mumps, Rubella (MMR)

Auburn Montgomery University requires that all students born after 1956 must have had 2 doses of a measles containing vaccine (MMR) prior to registration. One dose must have been after 1980. Lab antibody titers (IgG) for Measles, Mumps and Rubella are acceptable. Please attach documentation to the back of the form.

Date of First Dose \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Second Dose \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## OPTIONAL IMMUNIZATIONS (These immunizations are not required by the university but are recommended by the American College Health Association.)

Hepatitis B: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*1st 2nd 3rd*

Varicella (Chickenpox) Vaccine: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*1st 2nd*

Meningococcal (MenACWY) Vaccine: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (One dose on or after the 16<sup>th</sup> birthday)  
*1st 2nd*

Meningococcal B Vaccine \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I certify that the above dates and vaccinations are true.

\_\_\_\_\_  
Signature of Licensed Health Care Professional      Date      License Number or Office Stamp

(Adopted 1/12, Revised 8/2016)



**AGREEMENT FOR THE CHEMICALLY IMPAIRED**

**LICENSED NURSING STUDENT**

**I**

I, \_\_\_\_\_, agree to contact the Alabama State Board of Nursing within three working days

of    /    /    (date). I agree to provide the Dean of the School of Nursing written proof of the contact within three working days    /    /    (date).

**II**

I understand that if I do not contact the Alabama State Board of Nursing within the period noted above, the Dean will contact them and provide them with my impaired student status. I understand this information may result in action against me by the Alabama State Board of Nursing.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_

## Auburn University at Montgomery

### College of Nursing and Health Sciences Admissions, Progression, Graduation, & Curriculum (G-APGC) Waiver Guidelines

Instruction for submitting a WAIVER, SUBSTITUTION, or CONTINUATION Request to the School of Nursing

**To WAIVE an Admission or Application requirement:** Applicants must submit a completed petition and a detailed letter explaining the reason for the appeal (i.e. exemption for catalog year requirement).

**To SUBSTITUTE a program pre-requisite:** For nursing courses completed out of state or at a private institution, applicants must submit a completed petition along with an official course description for each course being petitioned.

**To SUBSTITUTE a Course:** For courses completed in a previous program (i.e. research methods or an elective), students must submit a completed petition along with an official course description for each course being petitioned. (Nursing Courses taken at another equivalent MSN program will not be substituted)

**To request CONTINUATION in the program:** Student must submit a completed petition and a detailed letter explaining the failure and measures taken to prevent a repeat failure.

**ALL** petitions and supporting documents must be submitted to the School of Nursing G-APGC Chair or the Dean's Office **no later than 5 business days before the monthly committee meeting.** Forms received after this time will be reviewed at the next regularly scheduled committee meeting. Petitions may be submitted by one of the following methods:

- Email to G-APGC Chair, Graduate Program Coordinator, or Dean's Office
- Hand deliver to the School of Nursing Administrative Assistant to the Dean in Room 101 of Moore Hall. No appointment is needed.
- Mail to the College of Nursing and Health Sciences care of G-APGC Chair at PO Box 244023, Montgomery, AL 36124.

The following will **NOT** be accepted:

- Forms that are illegible. Typed forms and documents are preferred.
- Incomplete petitions.
- Faxed copies of petitions and/or supporting documentation.
- Course descriptions which are typed or handwritten. The descriptions must come from the course catalog and if printed from the website must have a web address on the paper showing where it came from.

Petitions that are denied may be appealed in person to the committee. Please contact the School of Nursing Graduate Program Coordinator for more information on how to submit an appeal.





<b>Auburn University of Montgomery School of Nursing</b> <b>Graduate Admission, Progression, Graduation, &amp; Curriculum (G-APGC) Waiver/Petition</b>		
Name: First, MI, Maiden, Last _____		Date: _____
Address: Street _____ City _____ State _____ Zip _____ Email _____		
Program:  <input type="checkbox"/> MSN <input type="checkbox"/> DNP	Current GPA: _____ Semester Affected: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> N/A  Year: _____	Purpose of Petition <input type="checkbox"/> Waiver of Nursing Application Requirement <input type="checkbox"/> Nursing Curriculum Course Substitution <input type="checkbox"/> Continuance in School of Nursing <input type="checkbox"/> Other (explain)

**For Course Waiver/Substitution Only – MUST INCLUDE official course description printed from course catalog of institution in which course was completed and course syllabus for each course being petitioned.**

Course Number Taken	Name of Course Taken	Credit Hours Taken	Name of School Where Taken	Date Taken (semester/year)	Grade Received	For Which AUM Course Number

- For waiver of nursing application or admission requirement, for program course substitution request, or for nursing curriculum course substitution request: Include a detailed letter explaining the reason for the request.**
- For continuation in the program request: Include a detailed letter explaining the reason for the request, explanation for the failure, and measures taken to prevent a future failure.**

Additional Comments: \_\_\_\_\_

**G-APGC COMMITTEE RESOLUTION**

Comments: \_\_\_\_\_

Waive YES NO Explanation: \_\_\_\_\_

Substitute nursing curriculum course YES NO Explanation: \_\_\_\_\_

Program continuation YES NO Explanation: \_\_\_\_\_

\_\_\_\_\_  
Date Received by SON

\_\_\_\_\_  
G- APGC Committee Chair signature

\_\_\_\_\_  
Date Resolved

\_\_\_\_\_  
Date Student Notified

**FAXED** copies will not be accepted. Incomplete packages will not be reviewed.  
 Results will be emailed to the student at the email address provided on this form within 7 to 10 business days following the committee decision.  
 Petitions may be mailed to: College of Nursing and Health Science, Care of G-APGC Chair, P.O. Box 244023, Montgomery, AL 36124.



**AUM School of Nursing  
Unsafe/Unsatisfactory Practice  
Clinical Occurrence Report**

<b>Student Name</b> _____ <b>Course Number</b> _____ <b>Course Faculty</b> _____ <b>Clinical Adjunct</b> _____	<b>Report Date</b> _____ <b>Occurrence Date</b> _____ <b>Occurrence Time</b> _____ <b>Point (s) assigned</b> _____
---	---

<b>OCCURRENCE TYPE: Unsafe/Unsatisfactory (Check all that apply - 1 point value each)</b>			
<b>Paperwork</b> <input type="checkbox"/> Failure to complete clinical preparation for assignments, such as drug cards, plan of care, case studies, anecdotal notes.	<b>Absence/Tardy</b> <input type="checkbox"/> Failure to call faculty and/or the unit prior to assigned time of arrival for illness or tardiness. <input type="checkbox"/> Tardiness > 5 minutes <input type="checkbox"/> Unexcused absence (no call, no show or leaving assigned area without proper communication with instructor/staff).	<b>Patient Care Issues</b> <input type="checkbox"/> Inadequate knowledge of treatments, medications, or plan of care. <input type="checkbox"/> Medication error. <input type="checkbox"/> Treatment error. <input type="checkbox"/> Error prevented from occurring by faculty/staff intervening. <input type="checkbox"/> Failure to follow clinical agency/ SON clinical policy regarding infection prevention (i.e. wearing false eyelashes, wearing nail polish, false fingernails or gels, improper handwashing)	<b>Unprofessional Behavior</b> <input type="checkbox"/> Inappropriate cell phone use within clinical area. <input type="checkbox"/> Disrespectful/Unprofessional communication with staff, clinical adjunct, faculty, fellow students, or clients. <input type="checkbox"/> Failure to wear appropriate uniform as designated in SON clinical policy <input type="checkbox"/> Leaves clinical area without reporting off to staff and faculty. <input type="checkbox"/> Any behavior deemed unsatisfactory by the clinical faculty or course faculty.

**OCCURRENCE TYPE: Critical Unsafe/Unsatisfactory (Check all that apply).**  
**This will result in immediate review of the incident. \*Contact Dr. Courtney Cochran immediately and Course Faculty ASAP.**

- Any life-threatening error or action by the student to client, staff, faculty, or others.
- Implementing any action that is in direct violation of the course, school, or Agency Policies and HIPAA Policy.
- Violation of the Drug Free Campus and/or Chemically Impaired Nursing Student Policy.

**DISMISSAL from clinical experience for day. Additional (1) point assigned.**  
Notification: Student \_\_\_\_\_ Date: \_\_\_\_\_ Course Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

**Student comments related to occurrence:**

\_\_\_\_\_

**Student Signature :** \_\_\_\_\_ **Date;** \_\_\_\_\_

**Clinical Adjunct comments related to occurrence:**

\_\_\_\_\_

**Clinical Adjunct Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Use additional Counseling Form for additional documentation)

**Course Faculty comments related to occurrence:**

\_\_\_\_\_

**Course Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Assigned a Satisfactory or Unsatisfactory rating for learning activity. **Rating** \_\_\_\_\_

Date of follow up meeting with Student and Course Faculty to discuss the following: \_\_\_\_\_



Student Goal:	Student Plan:	Student/Faculty Evaluation

Student Signature/Date \_\_\_\_\_ Course Faculty Signature/Date \_\_\_\_\_

**AUBURN MONTGOMERY**  
**School of Nursing**  
**Clinical Site Evaluation by Student**

Clinical Site: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Student Status: \_\_\_\_\_

Please evaluate the clinical site listed above in order to make improvements for future student experiences. Specific information or examples can offer insight into how improvements can be made. Use the following scale to evaluate each section. Please make comments that are constructive and professional in the space provided at the bottom of the evaluation.

- 5=strongly agree
- 4=agree
- 3=neutral
- 2=disagree
- 1=strongly disagree

Focus:	5	4	3	2	1
<b>1. The clinical site provided experiences to manage patients with diverse health care needs.</b> <ul style="list-style-type: none"> <li>• Student assignments were appropriate for level and course objectives.</li> <li>• Patient census permitted achievement of learning goals.</li> <li>• Access to vulnerable populations (children, older adults, homeless) was available.</li> </ul>					
<b>2. The clinical site personnel were professional role models for nursing students.</b> <ul style="list-style-type: none"> <li>• Personnel had an attitude that facilitated student learning.</li> <li>• Personnel provided a quality of care congruent with School of Nursing learning goals.</li> <li>• Personnel were open to questions and assisting with learning tasks.</li> </ul>					
<b>3. The clinical site had adequate space/resources to promote a learning environment.</b> <ul style="list-style-type: none"> <li>• Adequate space was provided for conferences and student needs.</li> <li>• Adequate charting stations was available or areas to access patient data.</li> <li>• Orientation to facility was organized and thorough.</li> </ul>					
<b>4. The clinical site provided an overall learning experience that enhanced my understanding of nursing care.</b> <ul style="list-style-type: none"> <li>• There were adequate opportunities to apply evidence based practice.</li> <li>• There were opportunities available to improve critical thinking and clinical judgment.</li> <li>• There were opportunities available to complete nursing skills.</li> </ul>					

**Comments:**

**AUBURN MONTGOMERY**  
**School of Nursing**  
**Clinical Adjunct/Preceptor Evaluation By Student**

Semester \_\_\_\_\_ Clinical Site \_\_\_\_\_

Clinical Adjunct/Preceptor Name \_\_\_\_\_

Please evaluate the Clinical Adjunct/Preceptor with constructive feedback to enable improvement for future experiences. Specific information or examples can offer insight into how improvements can be made. Please provide constructive and professional feedback. Please use the following scale to evaluate each section. A place for comments appears at the bottom of the page.

**SA: Strongly Agree; A: Agree; D: Disagree; SD: Strongly Disagree; N: No Opportunity to Evaluate.**

	SA(4)	A(3)	D(2)	SD(1)	N
<b>1. Available to students during clinical experiences.</b> <ul style="list-style-type: none"> <li>• Enthusiastic about the clinical experience.</li> <li>• Visible to students throughout the day and remains on unit as long as student(s) present</li> <li>• Accompanies students when necessary for procedures or medications</li> <li>• Provides consultation and guidance when needed</li> </ul>					
<b>2. Demonstrates professional behavior as a role model.</b> <ul style="list-style-type: none"> <li>• Good time management and organization skills</li> <li>• Clean and neat appearance consistent with AUM SON policy</li> <li>• Respectful to and advocates for student(s), client(s), and families</li> <li>• Demonstrates clinical competence</li> <li>• Adheres to legal and ethical standards of care</li> <li>• Collaborates well with others</li> </ul>					
<b>3. Provides student learning opportunities which encourage accountability and responsibility for care of client(s).</b> <ul style="list-style-type: none"> <li>• Student assignments appropriate for level and course objectives</li> <li>• Conducts pre and post conferences with rich learning opportunities in a safe environment</li> <li>• Encourages problem-solving and critical thinking when discussing client care and medication administration</li> <li>• Incorporates downtime activities when needed</li> </ul>					
<b>4. Communicates effectively with students.</b> <ul style="list-style-type: none"> <li>• Informs students of meeting locations</li> <li>• Timely and constructive feedback to students relating theoretical concepts to clinical practice during clinical performance</li> <li>• Weekly and constructive written feedback to students regarding progress</li> </ul>					

Comments:

**Auburn University at Montgomery College of Nursing and Health Sciences  
School of Nursing  
Confidentiality Agreement**

During my studies or through clinical experiences as a student at Auburn University at Montgomery School of Nursing (AUM SON), I understand that I will come into contact with various types of sensitive and personal information. This information may include, but is not limited to, information about patients, families, students, faculty, staff, donors, research, and financial and business operations. Some information is deemed confidential by law (i.e. protected health information or PHI addressed under the HIPAA) or by the school or university. Confidential information may be in any form (i.e. written, oral, electronic, overheard or observed). All confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to engage in program or leadership requirements.

I understand that I must protect all confidential information, including PHI, while a student at AUM SON. I will not share PHI with those outside the AUM SON unless they are part of my studies or educational program and have a need to know. I will not remove nor electronically send any confidential information from the agencies and facilities where I am assigned as a student except as permitted by the specifics of the agency and in accordance with the agreements with those agencies.

I understand that I must protect any sign-on codes provided to me from any agency. The sign-on and password codes are equivalent to my signature and they will not be shared with anyone. There will be no attempt to access PHI unless the information is necessary to my education or leadership at that specific time. I will be accountable for any use or misuse of the codes I am provided.

If I knowingly violate this agreement, I will be subject to failure in the related clinical/theory course and possible disenrollment from the School of Nursing. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have completed the required HIPAA training and received a certificate of completion for this course.

I have read and understand the above and agree to be bound by the contents. I understand that signing this agreement and complying with its terms is a requirement for my inclusion in the AUM SON educational program and participation in clinical experiences.

\_\_\_\_\_  
Print Full Legal Name                      Student Number                      Date

\_\_\_\_\_  
Signature                      Program

**PHOTO/VIDEO/OTHER MEDIA CONSENT FORM for Students**

For and in consideration of benefits to be derived from the furtherance of the educational programs of Auburn University at Montgomery, I, the undersigned Participant, hereby authorize Auburn University at Montgomery, and any agents, officers, employees, servants or students of Auburn University at Montgomery or its assignees for purposes that include, but are not limited to, the creation of training and/or other informational materials, scientific research, quality assurance, recruiting, advertising and marketing, as well as education and teaching, at Auburn University at Montgomery's sole discretion.

I understand and agree that these audio, video, film and/or print or digital images may be used, edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees to me or to anyone else on my behalf, forever and I hereby relinquish all right, title and interest therein to Auburn University at Montgomery.

I release Auburn University at Montgomery, and any agents, officers, employees, servants or students of Auburn University at Montgomery, Auburn University Board of Trustees and their respective agents, officers, employees and servants from any and all liability relating to the taking, reproduction, and/or use of such photographs, video images, and/or sound recordings.

I hereby certify that I am at least 18 years of age and that I am legally competent to sign this form.

\_\_\_\_\_  
Name of Participant      Date

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

## ACKNOWLEDGEMENT OF RECEIPT AND READING OF AUM SON STUDENT HANDBOOK

After obtaining access through the AUM College of Nursing and Health Sciences website and reading the AUM SON Student Handbook, please complete this form and return to the Dean's Administrative Assistant in Room 101 Moore Hall, to be placed in your file.

All School of Nursing students are subject to the provisions in the Student Handbook and are responsible to know the policies, procedures and guidelines included in the contents.

Please sign below to indicate that you have read a copy of the AUM SON Student Handbook (hard copy or electronic copy) and will abide by the policies included in it.

---

Printed Name                      Date                      Signature

**Note: Failure to sign this form does not exempt a student from the provisions in the AUM SON Student Handbook.**

Thank you.

Appendix A: Plans of Study

Auburn Montgomery School of Nursing: MSN Plan of Study  
Family Nurse Practitioner Track

Semester One (Summer 2018)	CR	Semester Two (Fall 2018)	CR	Semester Three (Spring 2019)	CR
NURS 6440 Translating Evidence into Practice Systems	3	NURS 6250 Ethics, Legal Issue & Health Policy	3	NURS 6120 Advancing Quality, Safety, & Prevention	3
NURS 6550 Professional Transition to Advanced Nursing Practice	3	NURS 6340 Theory for Advanced Nursing Practice	3	NURS 6610 Advanced Physiology/Pathophysiology	3
Credit Hours	6	Credit Hours	6	Credit Hours	6
Semester Four (Summer 2019)		Semester Five (Fall 2019)		Semester Six (Spring 2020)	
NURS 6620 Advanced Physical Assessment	2	NURS 7110 Adolescent/Adult Primary Care	2	NURS 7210 Women's Health Primary Care	2
NURS 6621 Advanced Physical Assessment Clinical	1	NURS 7111 (3) Adolescent/Adult Primary Care Clinical (180 hours)	3	NURS 7211 Women's Health Primary Care (60 hours)	1
NURS 6630 Pharmacotherapeutics for Advanced Practice	3			NURS 7310 Pediatric Primary Care	2
				NURS 7311 Pediatric Primary Care Clinical (120 hours)	2
Credit Hours Clinical Hours: 60	6	Credit Hours	5	Credit Hours Clinical Hours: 180	7
Semester Seven (Summer 2020)		Semester Eight (Fall 2020)			
NURS 7410 Adult/Gerontologic Primary Care	3	NURS 7911 Advanced Practice Practicum (180 hours)	3		
NURS 7411 Adult/Gerontologic Primary Care Clinical (120 hours)	2				
Credit Hours Clinical Hours: 120	5	Credit Hours Clinical Hours: 180	3		
Total Program Credit Hours: 44 Hours Total Program Clinical Hours: 720 hours					
NOTE: Your ability to progress in the curriculum is dependent upon your following this schedule. For example, some courses are only taught once each year and many have pre-requisites. If you are unable to enroll as projected, contact the Graduate Program Academic Advisor for a revised schedule. <b>SIGNED PLAN OF STUDY MUST BE ON FILE WITH THE ACADEMIC ADVISOR.</b>					

Student Name \_\_\_\_\_ Student id: \_\_\_\_\_

Graduate Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

\*Students will be required to travel to AUM campus during these semesters.

**Auburn Montgomery School of Nursing: MSN Plan of Study**

**Nurse Educator for Interprofessional Practice Track**

*Semester One (Summer 2018)	CR	Semester Two (Fall 2018)	CR	Semester Three (Spring 2019)	CR
NURS 6550 Professional Transition to Advanced Nursing Practice	3	NURS 6250 Ethics, Legal Issue & Health Policy	3	NURS 6120 Advancing Quality, Safety, & Prevention	3
NURS 6440 Translating Evidence into Practice Systems	3	NURS 6340 Theory for Advanced Nursing Practice	3	NURS 6610 Advanced Physiology/Pathophysiology	3
Credit Hours	6	Credit Hours	6	Credit Hours	6
*Semester Four (Summer 2019)		Semester Five (Fall 2019)		Semester Six (Spring 2020)	
NURS 6620 Advanced Physical Assessment	2	NURS 7510 Interprofessional Educator Roles & Competencies	3	NURS 7520 Instructional Design for Interprofessional Education	3
NURS 6621 Advanced Physical Assessment Clinical (60 clinical hours)	1	NURS 7540 Innovative Curricula in Interprofessional Education	3	NURS 7550 Using Qual. Asses. & Evaluation strategies	2
NURS 6630 Pharmacotherapeutics for Advanced Practice	3				
Credit Hours: 6 Clinical Hours: 60	6	Credit Hours	6	Credit Hours	5
*Semester Seven (Summer 2020)					
NURS 7941 Nurse Educator Practicum for Interprofessional Practice Immersion/Project	2				
NURS 7560 Instructional Technology for Interprofessional Education	1				
Credit Hours: 3 Clinical Hours: 120	3				
Total Program Credit Hours: 38 Hours Total Program Clinical Hours: 240 hours					

NOTE: Your ability to progress in the curriculum is dependent upon your following this schedule. For example, some courses are only taught once each year and many have pre-requisites. If you are unable to enroll as projected, contact the Graduate Program Academic Advisor for a revised schedule. **SIGNED PLAN OF STUDY MUST BE ON FILE WITH THE ACADEMIC ADVISOR.**

Student Name \_\_\_\_\_ Student id: \_\_\_\_\_

Graduate Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

\*Students will be required to travel to AUM campus during these semesters.



**Auburn Montgomery School of Nursing: MSN Dual Plan of Study  
Family Nurse Practitioner & Nurse Educator for Interprofessional Practice Certificate**

Semester One (Summer 2018)	CR	Semester Two (Fall 2018)	CR	Semester Three (Spring 2019)	CR
NURS 6440 Translating Evidence into Practice Systems	3	NURS 6250 Ethics, Legal Issue & Health Policy	3	NURS 6120 Advancing Quality, Safety, & Prevention	3
NURS 6550 Professional Transition to Advanced Nursing Practice	3	NURS 6340 Theory for Advanced Nursing Practice	3	NURS 6610 Advanced Physiology/Pathophysiology	3
Credit Hours	6	Credit Hours	6	Credit Hours	6
Semester Four (Summer 2019)		Semester Five (Fall 2019)		Semester Six (Spring 2020)	
NURS 6620 Advanced Physical Assessment	2	NURS 7110 Adolescent/Adult Primary Care	2	NURS 7210 Women's Health Primary Care	2
NURS 6621 Advanced Physical Assessment Clinical	1	NURS 7111 (3) Adolescent/Adult Primary Care Clinical (180 hours)	3	NURS 7211 Women's Health Primary Care (60 hours)	1
NURS 6630 Pharmacotherapeutics for Advanced Practice	3	NURS 7540 Innovative Curricula in Interprofessional Education	3	NURS 7310 Pediatric Primary Care	2
NURS 7510 Interprofessional Educator Roles & Competencies	3			NURS 7311 Pediatric Primary Care Clinical (120 hours)	2
				NURS 7550 Instructional Design for Interprofessional Education	3
Credit Hours Clinical Hours: 60	9	Credit Hours Clinical Hours: 180	8	Credit Hours Clinical Hours: 180	10
Semester Seven (Summer 2020)		Semester Eight (Fall 2020)			
NURS 7410 Adult/Gerontologic Primary Care	3	NURS 7911 Advanced Practice Practicum (180 hours)	3		
NURS 7411 Adult/Gerontologic Primary Care Clinical (120 hours)	2	NURS 7941 Nurse Educator Practicum for Interprofessional Practice Immersion/Project (120 hours)	2		
NURS 7550 Using Qualitative Assessment, Analysis, & Evaluation Strategies	2	NURS 7560 Instructional Technology for Interprofessional Education	1		
Credit Hours Clinical Hours: 120	7	Credit Hours Clinical Hours: 300	6		
Total Program Credit Hours: 58 Hours Total Program Clinical Hours: 840 hours					

NOTE: Your ability to progress in the curriculum is dependent upon your following this schedule. For example, some courses are only taught once each year and many have pre-requisites. If you are unable to enroll as projected, contact the Graduate Program Academic Advisor for a revised schedule. **SIGNED PLAN OF STUDY MUST BE ON FILE WITH THE ACADEMIC ADVISOR.**

Student Name \_\_\_\_\_ Student id: \_\_\_\_\_

Graduate Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

\*Students will be required to travel to AUM campus during these semesters.

**Graduate Certificate in Nursing Education  
Plan of Study**

Fall: *Must be the first course in the certificate program	CR	Spring	CR	Summer: *Must be the last course in the certificate program	CR
*NURS 7510 Interprofessional Educator Roles & Competencies	3	NURS 7520 Instructional Design for Interprofessional Education	3	NURS 7560 Instructional Technology for Interprofessional Education	1
NURS 7540 Innovative Curricula in Interprofessional Education	3	NURS 7550 Using Qual. Assessment, Analysis & Evaluation strategies	2	*NURS 7941 Nurse Educator Practicum for Interprofessional Practice	2
<b>Credit Hours: 6 Clinical Hours: 0</b>		<b>Credit Hours: 5 Clinical Hours: 0</b>		<b>Credit Hours: 3 Clinical Hours: 120</b>	
<b>Total Certificate Credit Hours: 14 hours Total Certificate Clinical Hours: 120 hours</b>					
NOTE: Your ability to progress in the curriculum is dependent upon your following this schedule. For example, some courses are only taught once each year and many have pre-requisites. If you are unable to enroll as projected, contact the Graduate Program Academic Advisor for a revised schedule.				<b>SIGNED PLAN OF STUDY MUST BE ON FILE WITH THE ACADEMIC ADVISOR.</b>	