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***An Important Note about the graduate handbook:***

*Curriculum and/or program requirements can change while students are enrolled in any particular program of study. Such changes may be due to state licensure, national certification or by some other regulatory body changes that must be reflected in the curriculum so that students can meet the minimum requirements to qualify for licensure and/or be prepared for certification by various accrediting and certifying bodies.*

*The members of the graduate committee will make every effort to notify students if such changes occur and how such changes may influence their program progression and/or timely completion.*

***Graduate Student Representation on the Graduate Curriculum Committee***

*Graduate students elect representatives to serve on the Graduate Curriculum Committee. Two representatives from the graduate program are elected for a two year term; one student representative is replaced by election every year.*

***National League for Nursing Accreditation Commission (NLNAC)***

*Accreditation from NLNAC is being sought. Candidacy status was applied for in April 2009.*

### **To Current and Future Students:**

The graduate faculty at Indiana University-Purdue University (IPFW), Fort Wayne, College of Health and Human Services, Parkview Department of Nursing, congratulate you on undertaking the commitment to graduate education.

### **About Our Graduate Nursing Program**

The primary purpose of the graduate program in nursing at IPFW is to prepare graduates capable of assuming diverse leadership roles as advance practice nurses. The graduates of IPFW will make significant contributions to the clients that they serve and the nursing profession.

The IPFW, Parkview Department of Nursing offers four areas of specialization within the Master of Science with a Major in Nursing. Areas of specialization include Adult Nurse Practitioner (ANP), Women's Health Nurse Practitioner (WHNP), Nursing Education, and Nurse Executive. A post-baccalaureate certificate in Nursing Administration is offered.

The *Essentials of Master's Education for Advanced Practice Nursing*, as outlined by the American Association of Colleges of Nursing (AACN), was used to develop the core curricula for the Graduate Program. Areas of specialization focus heavily on evidence-based and clinical practice and are structured to provide each student with core knowledge in nursing theory, research, evidence-based practice, scientific inquiry, socio-cultural concepts, health disparities, health policy, health promotion, and ethics.

To earn the Master of Science with a Major in Nursing, graduates achieve the terminal objectives which prepare them for the advanced practice roles.

### **Terminal Objectives**

The Master degree graduate will:

1. Articulate a well-developed and differentiated client plan within the nursing domain and the area of specialization.
2. Synthesize advanced practice nursing knowledge including, ethical, legal, economic, and cultural considerations within the area of specialization.
3. Employ knowledge of evidence-based practice using information, informatics, and cultural literacy.
4. Apply advanced leadership skills to advocate for vulnerable populations.
5. Collaborate with interdisciplinary healthcare members including client, family, and community to facilitate desired outcomes.
6. Demonstrate continued growth as a nursing professional through self-reflection.

## Mission, Values, and Vision of IPFW

### ***Mission***

IPFW's mission is to meet the higher education needs of northeast Indiana. We offer a broad range of high-quality undergraduate, graduate, and continuing education programs that meet regional needs, support excellence in teaching and learning, advance and share knowledge through research and creative endeavor, and work with the community to develop intellectual, cultural, economic, and human resources.

### ***Values***

We are committed to excellence in teaching, student learning, research and creative endeavor, and regional development. As such, IPFW values

- the pursuit of knowledge in an environment that encourages free and open inquiry, academic achievement, scholarship, and creativity.
- a strong general education program and baccalaureate framework that emphasizes critical thinking, promotes lifelong learning, and continues the traditions of the sciences, arts, and humanities.
- a commitment to student access and success that is demonstrated through services and student life programs responsive to individual needs and interests.
- a campus environment that promotes integrity, respect for diversity, responsible citizenship, accountability, sustainability, and continuous improvement.
- the principles of shared governance, civility, and open communication among all groups within the university.
- the traditions of scholarly excellence and public engagement of Indiana University and Purdue University.
- the professional commitment, innovations, and accomplishments of faculty and staff.
- partnership with the community to enhance social, economic, cultural, civic, and intellectual life in the region.

### ***Vision***

IPFW will be a nationally recognized university, known for its regional impact and

- the excellence, value, and accessibility of its academic programs.
- an exceptional environment for teaching, learning, and student achievement.
- the scholarly and creative accomplishments of its faculty, students, and staff.
- Its contributions to the quality of life of the region.

<http://www.ipfw.edu/about/strategic-plan/mission.shtml>

## **Mission Statement, College of Health and Human Services**

The mission of the College of Health and Human Services is to provide the highest quality education to future and current healthcare and hospitality practitioners by providing a learning environment that supports the development of culturally competent caring, compassionate, and accountable professionals. Our undergraduate and graduate programs prepare graduates who are dedicated to the autonomy, dignity, and diversity of the people they serve.

The College is committed to excellence in teaching, service and scholarship and to the elimination of health disparities in our community. Our graduates will value lifelong learning and have a professional work ethic based on professional standards and best practices. The College of Health and Human Services specifically identifies and addresses the ever-changing health and hospitality needs of the community served by Indiana University-Purdue University Fort Wayne (IPFW) through service, leadership and the development of knowledge.

<http://www.ipfw.edu/hhs/about/missionstatement.shtml>

**Indiana University-Purdue University Fort Wayne  
Parkview Department of Nursing**

**Philosophy**

The Indiana University-Purdue University Fort Wayne/Parkview Department of Nursing faculty believe that all individuals have inherent worth and dignity, are part of a larger social-cultural network, and are continually developing and adapting.

Health or optimum adaptation is achieved through equilibrium of physical, psychological, social, cultural, developmental, and spiritual components. Perceptions of health and health goals are determined within a sociocultural context and are influenced by knowledge, experiences, and values.

Nursing is an interpersonal process through which the nurse influences people toward understanding, attaining, maintaining, or regaining optimum health. Holistic and compassionate nursing practice incorporates knowledge and theory from nursing science, physical sciences, psychological and social sciences, humanities, and the arts to understand and address human needs. Nurses collaborate with other healthcare providers to promote optimal health.

Various levels of nursing practice can be differentiated by educational achievement; skills in decision-making, case management, interviewing and assessment; designing and implementing care and teaching; participation in collaborative practice; autonomy; conducting and applying research; and the ability to influence change utilizing leadership strategies. The associate degree graduate is prepared to provide primary, secondary, and tertiary nursing care within structured healthcare organizations. The baccalaureate degree graduate is prepared at the professional level to function in a leadership role with other team members in varied and complex healthcare settings. The master's degree graduate is prepared as a specialist in the advanced practice role to provide professional leadership and expertise in the healthcare system. Through formal education and experiential learning, entry level nurses can advance to professional practitioners at the undergraduate and graduate level.

Learning is a life-long process which enables individuals to think critically in the appraisal and application of knowledge, skills, and values as these relate to self, others, and the environment. The faculty is responsible for creating a learning environment that facilitates the acquisition of the necessary knowledge and skills for professional nursing practice. Individuals must be actively involved in, and responsible for, their own learning.

Nurses must be knowledgeable about social, economic, and health issues in order to assume an active role in promoting health and influencing healthcare delivery. Nursing faculty value professional growth and promote opportunities to make contributions to the profession through academic study, research, and political action. Service to the profession, university, and community is highly valued by the faculty.

## **Mission, Vision, and Values**

### **Mission**

The mission of the IPFW/Parkview Department of Nursing is to be a leader in providing excellence in undergraduate and graduate nursing education with distinction in nursing practice, scholarship, and service to the community.

### **Vision**

The IPFW/Parkview Department of Nursing will be the premier center for nursing education in northeast Indiana by:

- Providing timely and responsive healthcare education for a diverse community of learners
- Preparing and challenging students to achieve their highest potential in scholarship and professional nursing practice
- Improving the health and well being of our citizens through student and faculty service
- Cultivating partnerships and securing resources to assure innovative learning opportunities
- Contributing to the profession through academic study, research, and political action

### **Values**

#### **Scholarship**

- Critical thinking
- Research/discovery
- Evidence-based practice

#### **Trustworthiness**

- Advocacy
- Integrity
- Ethics
- Respect

#### **Excellence**

- Education
- Nursing practice
- Caring

#### **Professionalism**

- Leadership/collaboration
- Political action
- Accountability
- Lifelong learning

#### **Service**

- Diversity
- Health promotion
- Community

## Program Standards

The curricula for the four areas of specialization in the Graduate Nursing Program are based on nationally recognized standards for graduate nursing education. The core courses are designed to achieve the requirements of the American Association of Colleges for Nursing (AACN) <http://www.aacn.nche.edu/index.htm> and the National League for Nursing Accreditation Commission (NLNAC) <http://www.nlnac.org/>. The ANP and the WHNP specializations are in accordance with the National Organization of Nurse Practitioner Faculties (NONPF) <http://www.nonpf.com/> and the NLNAC. The WHNP meets the criteria for certification eligibility by the National Certification Corporation (NCC)

<http://www.nccnet.org/public/pages/index.cfm?pageid=61> The Nursing Education specialization follows the National League for Nursing's (NLN) *Scope of Practice for Academic Nurse Educator* recommendations <http://www.nln.org/>. Lastly, the Nurse Executive specialization is based on standards set by the American Nurses Credentialing Center (ANCC) <http://www.nursecredentialing.org/>

The graduate faculty carefully considered each of these authoritative sources and their recommendations in the development of the curriculum. Nurse practitioner students are required to sit for examination in order to have prescriptive authority and practice as a nurse practitioner in most states. Graduates from the nursing education and nurse executive specializations are encouraged to take the specialty certification examinations and to maintain professional certification in their area of expertise. Students are encouraged to familiarize themselves with their professional requirements and changing standards of practice and licensure.

## Admission Policies and Procedures

### Study Options

Part-time graduate study is available. Full-time graduate study, while not guaranteed, is facilitated by a consortium agreement entered into by IPFW nursing, Purdue Calumet nursing, and West Lafayette nursing.

### Admission Requirements/Criteria

Students are admitted on the basis of academic qualifications. To be considered for admission into the Graduate Nursing Program, applicants must have the following:

- Baccalaureate of Science (B.S.) Degree with a major in nursing from an accredited program such as the NLNAC or the Commission on Collegiate Nursing Education\*
- Undergraduate 3.0 GPA on a 4.0 scale\*\*
- Registered nurse licensure and eligible for Indiana licensure
- TOEFL examination required for students whose native language is not English
- Undergraduate research course and a 300 level or higher statistics course within the last five years

\*Applicants who have graduated from a non-accredited nursing program will be required to pass the NLN Comprehensive Nursing Achievement Test for Baccalaureate Nursing Students to be considered for admission to the program.

\*\*Students who have a GPA of less than 3.0 may be considered on an individual basis. To further evaluate applicants with an undergraduate GPA less than 3.0 the Graduate Record Examination (GRE) General Test may be required.

### **Admission Documents**

- Completed application form.
- Three (3) letters of recommendations using the university form.
- A statement of purpose for attending graduate school at IPFW (include specialty area).
- Two official transcripts from each university/college attended.
- A copy of your RN license.

### **The Admissions Process**

To apply for admission to the IPFW Parkview Graduate Nursing Program, you will need to apply online through Purdue University at: <http://www.gradschool.purdue.edu/admissions/>. This link is called Apply Yourself Application System. Upon completion, the application is transmitted to the IPFW graduate admissions.

Questions about graduate admissions can be addressed to the Graduate Applications Coordinator at 260-481-6145. The IPFW Graduate Studies Website provides links for prospective IPFW graduate students.  
<http://www.ipfw.edu/gradstudies/ProspectiveGradStudents/admissions.shtml>

If you are considering applying for a graduate degree in nursing, please call the Graduate Director at 260-481-6278. The Director serves as an excellent conduit of information and guidance. Early communication with the graduate faculty will acquaint you with the areas of specialization as well as introduce you to a new role as a graduate student.

### **Admission Deadlines:**

To ensure completion of the admissions process in a timely manner, begin your planning early. Please note that **no action** pertaining to admission can be taken until all admission documents have been received. It is imperative that you communicate with the Graduate Director to discuss the application deadlines.

**Official Graduate Application Deadlines:**

November 15 for Spring enrollment

February 15 for Summer enrollment

May 15 for Fall enrollment.

Applications may be submitted after the official deadlines; however, applications received after the official deadlines may not be processed due to the limited time.

**Registration**

Once you have been officially admitted to IPFW as a non-degree graduate student or graduate nursing student, you will be able to register for classes.

**Prior to registering for classes the first time, you must meet with the Director of the Graduate Program to develop an initial plan of study.** Each year thereafter, you will meet with your academic advisor to review the plan of study. See the section, Plan of Study for more information.

Using Oasis, Students are encouraged to register early to ensure course availability. The schedule of classes is available online at:

[https://prodoasis.ipfw.edu/pls/PROD/xhwschedule.P\\_SelectSubject](https://prodoasis.ipfw.edu/pls/PROD/xhwschedule.P_SelectSubject)

Directions for online, priority, and late registration can be found at the Registrar Website for IPFW at: <http://www.ipfw.edu/registrar/>. Students having difficulty or who need approval to register for classes can contact the Graduate Director at 260-481-6278 or the secretary for the graduate program at: 260-481-6284.

**Transfer Credit**

A maximum of 49 percent of graduate credit may be used as transfer credit from another university. To be accepted for transfer, courses must fulfill curriculum requirements and have been taken at a university that has national nursing accreditation. All transfer courses are evaluated by a graduate nursing advisor and approved by the Graduate Nursing Curriculum Committee.

No more than 12 graduate credits earned in a non-degree status will be counted towards the degree. A grade of B or better must be earned in courses accepted in transfer. According to the policies of Purdue University Graduate School, course work used to satisfy the requirements of one master degree may not be used on the plan of study for another master degree.

## Validation of the Acquisition of Knowledge and Skills

**Purpose:** The validation of the acquisition of knowledge and skills review process requires the development of a specialized portfolio. This process is available to graduate students who believe that they can meet the learning objective/competencies required of a specific nursing course within their program of study. The specialized portfolio is a mechanism used to validate the acquisition of knowledge and skills congruent with course expectations and student learning outcomes. The documentation and review provides objective evidence that students have acquired the content and skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skills that the student would be expected to demonstrate at the completion of a specific course.

### **Policy:**

1. The portfolio review option does not take the place of course equivalency reviews or transfer credit.
2. Students may exercise the validation of knowledge and skills for a course or courses as long as it does not interfere with other standing university or department course/credit hour policies related to progression or graduation.
3. Graduate students seeking a MS degree in nursing must complete 51% of required graduate credit hours at IPFW. Courses/credits, which are reviewed for portfolio credit, do not count toward the hours of nursing graduate residency requirements. Exceptions to this policy may be made with respect to degrees awarded in collaboration with other institutions. Post-master's students may not use portfolio validation for more than one-half of the credits for an individual program of study.
4. This policy and procedure applies to all graduate nursing courses listed for the degree.
5. Students wishing to apply for the specialized portfolio credit must:
  - a. be in good academic standing
  - b. be admitted to the graduate program
  - c. demonstrate satisfactory progression toward degree requirements.
6. Students pursuing the specialized portfolio option must do so (at least) the semester before the course is required to be taken for normal progression toward the degree. Students will negotiate with the faculty a deadline for submission of the portfolio to assume sufficient time for the graduate faculty to review prior to enrolling in the course.
7. Once the faculty have reviewed the documentation the following decisions are possible:
  - a. Award credit for the course petitioned based on the evidence provided. The faculty must assign a grade for the course. A pass/fail option is not available for graduate credit.
  - b. Request additional requirements before deciding the disposition of the portfolio.
  - c. Deny the granting of credit because the evidence presented was not strong enough to validate the consistency of prior learning with course expectations. The student must then register for and successfully complete the designated course.

- d. Require the student to register for the course and complete some but not all of the requirements. This option is for students who met some, but not the majority of the course requirements.
8. Decisions of the faculty are final. There is no appeal process.
9. Portfolio Review decisions are forwarded by the faculty to the student's academic advisor for appropriate action relative to program planning. The review outcome is also forwarded to the Director of Graduate Programs.
10. Students enroll in the course for which portfolio is approved and faculty submits the grade assigned to the portfolio at the end of the semester. If credit by portfolio is denied, students enroll in the course and complete the requirements.

### **PORTFOLIO PROCEDURE:**

These procedures apply for graduate nursing courses.

1. Graduate students have the responsibility for contacting their academic faculty advisor who will assist the student in determining: (1) the feasibility of undergoing a portfolio review; (2) the appropriateness of student expectations for developing the portfolio; (3) faculty role in assisting the student through the portfolio review process; (4) the time frame for completing the portfolio, conducting the review, and making the decision to accept or deny the portfolio. If the student and advisor feel that portfolio is a viable option, the faculty will assist the student in contacting the appropriate faculty.
2. Faculty will assign a grade based on evaluation of portfolio.
3. Students prepare the portfolio materials the semester before the course is required to be taken for normal progression toward the chosen degree.
4. Students constructing a portfolio for review must put together a comprehensive document that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior alternative experiences. This requires the preparation of a persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review. Portfolios must include:
  - a. Statement about how the alternative experiences contribute to their professional and personal development.
  - b. Statement explaining how prior learning and experience supports achievement of learning outcomes for the course for which portfolio credit is being sought.
  - c. Current resume.Additional documentation that may be included to provide persuasive evidence includes but is not limited to:
  - a. Job descriptions
  - b. Performance evaluations
  - c. Documentation of participation in professionally sanctioned continuing educational programs
  - d. Other recognized educational programs or offerings
  - e. Government service (military, foreign, other)

- f. Course syllabi/outlines that address similar content. Only those courses that have not been applied to the fulfillment of the requirements for a previously awarded degree may be considered.
  - g. Published or presented scholarship related to course content and skills
  - h. Summary of funded and unfunded professional research projects
  - i. Evidence of professional activities and how activities developed/refined skills and knowledge required in course being reviewed for portfolio credit. Examples may include designing patient-teaching information packets, producing a video tape, public speaking opportunities, participation in peer mentoring, designing a special project for nursing unit, assisting with health fair projects, working on a volunteer basis with the homeless or other groups
  - j. Documentation of leadership/management skills
  - k. Documentation of nursing practice skills consistent with those expected in course being reviewed for portfolio credit
  - l. Letters of testimony to the acquisition of knowledge and skills required in courses being challenged
  - m. Copies of certifications received and criteria met for certification
- PLEASE NOTE THE ABOVE DOES NOT REPRESENT AN EXHAUSTIVE LIST OF APPLICABLE DOCUMENTS. Students are invited to submit other supporting evidence validating the meeting of course objectives and learning outcomes through prior learning experiences.
5. Submit the portfolio and portfolio review form to the faculty member of record for the course for which credit is desired, according to the negotiated submission date. The degree of completeness and explicitness of the portfolio reviewed will affect the time taken to complete the review process and reach a decision.

### **Graduate Assistantships**

There are limited numbers of Graduate Assistantships awarded each year based on the teaching needs of the Department of Nursing. Graduate Assistants are appointed by the Dean of the College of Health and Human Services in consultations with the Chair of the Department of Nursing.

All students applying for the Graduate Assistantship must meet with the Director of the Graduate Program to discuss their plan of study prior to applying for the assistantship. In addition to completing the application form, the following information is needed when applying for the Graduate Assistant position:

1. A copy of the letter admitting you to the Purdue Graduate School or the Graduate School that you are attending
2. A current copy of your graduate transcripts
3. A copy of the graduate classes that you have enrolled in for the semester

Decisions will be based on all graduate school application materials including transcripts, letters of recommendation, and statement of purpose. The Director of Simulation and Research, Director of the Graduate Program, and Department Chair will interview the graduate

students. Only students who are admitted to the program without condition, or who have conditions that have already been met are considered eligible for graduate assistantships. <http://www.ipfw.edu/nursing/graduate/gta.shtml>.

### Financial Aid and Scholarships

Scholarships become available throughout the year. Students are notified via the nursing Listserv. Emails from the Listserv go to your IPFW student account. It is your responsibility to monitor your email and complete any documentation for the scholarships. Email is the official communication tool for IPFW.

Financial assistance information and forms can be found at: <http://www.ipfw.edu/finaid/>.

### Resources

IPFW is fortunate to have a multitude of resources to help students accomplish their goals of graduate education.

#### **The Writing Center at IPFW (<http://www.ipfw.edu/casa/writing/>)**

You can improve your writing for any class by talking about your writing with a knowledgeable peer writing consultant in the Writing Center, Kettler G19. The staff will help you brainstorm, develop, and organize your ideas, work on issues of meaning and style, and learn to polish and edit your final draft. The Center is not a proofreading service; improving your writing takes time. To get the most from your visits: (a) sign up on the board outside KT G19 for 30 or 50 minute free appointments; (b) bring assignment, due dates, questions, ideas, and draft (if you have one); come early in the writing process, and (d) come regularly.

The following are some of the Web sites students may find helpful:

Resource Type	Website (s)
Writing Skills, APA	<a href="http://www.ipfw.edu/casa/writing/">http://www.ipfw.edu/casa/writing/</a> <a href="http://owl.english.purdue.edu/">http://owl.english.purdue.edu/</a> <a href="http://www.apa.org/">http://www.apa.org/</a>
Information Technology Services (ITS)	<a href="http://www.its.ipfw.edu/">http://www.its.ipfw.edu/</a>
Helmke Library	<a href="http://www.lib.ipfw.edu/">http://www.lib.ipfw.edu/</a>
Academic Calendar	<a href="http://www.ipfw.edu/academics/calendar/">http://www.ipfw.edu/academics/calendar/</a>
Student Disabilities Services	<a href="http://www.ipfw.edu/ssd/text-version/default.shtml">http://www.ipfw.edu/ssd/text-version/default.shtml</a>

## Learning with Technology

At IPFW, we are fortunate to have excellent technology to support learning. Students in the graduate program will be required to have access to a computer for prolonged periods of time in order to be able to complete requirements of the course. The Information Technology Services (ITS) Website for students has important information about computer requirements and can be accessed at:

<http://www.its.ipfw.edu/resources/hardware/stu-minimum.shtml>.

The Graduate Nursing Program uses the course management system, Blackboard, to create the online student classroom. You will be expected to access Blackboard on a regular basis to participate in classes. In addition, many of the classes in the graduate program are online or 'hybrid' which means that such courses are a combination of online, and face to face classroom. Typically, the face-to-face component of the course is made available by the faculty using a video streaming software; thus, allowing you to enter the classroom remotely. The hybrid format enables the greatest amount of flexibility to work around your busy schedule. Training programs are available and listed on the ITS Website to assist you in learning how to use various e-learning (and other) software that will be needed in the graduate program.

The following computer skills are essential and considered minimal expectations for students to begin the Graduate Nursing Program.

- navigate Blackboard and maneuver within that environment
- access, send, and receive email
- send, receive, save, and open an email with an attachment
- locate an Internet web site given a URL
- use an Internet search engine (such as Google) to research information
- create, save, and print text documents in Microsoft Word
- save, locate, name, and rename files on the computer hard drive or diskettes, jump drives (also called flash drives) or CD ROMS
- ability to open pdf files

If you are unable to perform any of the skills listed, Information Technology Services offers free classes for students, called STEPS classes. The list of classes with dates, times, and places is available each semester on the ITS web page (<http://www.ipfw.edu/casa/STEPS/>). The STEPS class list is also available at all computer labs on campus.

All students in the Graduate Nursing Program will be required to purchase a personal data assistant (PDA) or smart phone for their personal use. This will include required software that will support clinical activities. You will be given the information regarding these items prior to starting your clinical coursework.

## Regulations, Policies and Procedures

### Progression Policies

#### Standards of Work

Only grades of A, B, or C are acceptable in fulfilling requirements. A grade of C indicates underperformance and minimal course requirements met. Failure of a graduate course (any grade below a C will result in dismissal from the program. All grades, however, are used in the calculation of your GPA, and students are expected to maintain a graduation index representing a B average or better.

You are considered to be underperforming whenever your cumulative GPA average is less than 3.0 and indices below this level are marked “low” on the grade reports. Underperforming students will be reviewed by the graduate committee and may be asked to discontinue study in the program. A graduate student must have a final graduation grade point average of a ‘B’ (3.0 GPA) or better on the approved plan of study in order to receive the Master of Science with a Major in Nursing Degree.

### Grading Standards

In order to preserve the rigor of the graduate program, each graduate nursing course will assign one of the aforementioned grades. The highest grade of ‘A’ is awarded for work that is distinguished. The grade of B is assigned for work that is clearly satisfactory at the graduate level. The grade of ‘C’ assigned for work that is minimal at the graduate level, indicates a lack of content mastery and is the lowest passing grade. Grades of ‘F’ are given for work which is unsatisfactory and will not be counted toward graduation but will be calculated into the GPA.

#### Graduate Nursing Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
69 – below	F

### Failure of a Graduate Course

A student with a failure in any graduate nursing course will be reviewed by the Graduate Curriculum Committee. The student may be allowed to continue in the program if special eligibility requirements are met. The requirements include a minimum of:

1. Evidence that the student has an understanding of the reason for the failure.
2. Development of goals to correct the deficiency.
3. A student who fails a graduate course must successfully repeat the course with a ‘B’ or better.
4. The student must repeat the course in the subsequent semester that it is offered.
5. The course must be completed before registering for any sequential courses. Program courses not sequential to the failed course may be taken with permission from the Director of the Graduate Program.
6. Before retaking the course, students must secure the written approval of their advisor. If a student repeats a course, both grades will appear on the transcript, but only

the second grade will be factored into the student's adjusted GPA. While not factored into the GPA when the course is repeated, the original grade below a C continues to count as a failure.

7. Two grades below a C in any course in the graduate curricula will result in dismissal from the Department of Nursing and the student will be ineligible for readmission.

### **Probation**

Graduate students in degree-seeking status who receive a grade of 'C' or below in any required course or whose cumulative graduate program GPA falls below 3.0 will be placed on probation, indicating serious academic difficulty.

### **Plan of Study**

Students pursuing a Master of Science with a Major in Nursing should have a preliminary plan of study on file prior to the end of the first session/semester. The plan of study identifies a list of specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the chair of the Department of Nursing.

Two semesters prior to graduation, an official plan of study must be submitted to Purdue University Graduate School for audit and approval. Approval from the Purdue University Graduate School is necessary for graduation. You are responsible for the completion of the plan of study document. The plan of study is completed in collaboration with your graduate nursing academic advisor.

### **Advisory Committee**

Each candidate for a master degree chooses a graduate nursing faculty advisory committee consisting of three members who hold graduate faculty status. At least two members must have expertise in the student's area of study. This committee prepares and approves the plan of study, advises and assists in the thesis development when applicable. Graduate students are expected to see a member of their advisory committee after admission to the program and thereafter at least once a semester and more frequently if needed.

### **Attendance Policy**

You are responsible for obtaining the information presented in all classes missed due to absence. Unavoidable class absences should be discussed with the presenting faculty person in advance except in the case of an emergency. All clinical hours must be met.

### **Mandatory Graduate Student Day**

Prior to classes starting in the fall semester, all students in the graduate program are required to attend a mandatory graduate student day. The date and time for the day will be announced before courses adjourn in the spring. The mandatory student day offers updates, suggestions, and tips for writing along with a time to meet other students and faculty in the program.

## **Practicums**

Practicum hours are to be scheduled at the convenience and availability of the preceptor. Students are expected to accommodate their personal and work schedules to meet the number of clinical hours required in the clinical course. Also, it is not the preceptor's responsibility to accommodate the students' schedules. Instead, students have a professional obligation to arrange their schedules as advised by the preceptor. Students and preceptors need to agree on the days and times that the student will be in the clinical agency prior to beginning the practicum experience.

## **Examinations & Quizzes**

All students are expected to be present for examinations & quizzes. If you must be absent for an exam/quiz period due to extraordinary circumstances, you must notify the course faculty member before the exam to make arrangements to take the test. University examination schedules will not be altered except on an individual basis for extreme extenuating circumstances.

Punctual arrival to class is expected. Tardiness results in lost opportunity for learning and disruption of the class. Continued tardiness may affect your course grade.

## **Time Limitations**

Course credits earned by a student whose graduate study has been inactive for five or more years cannot be used for an advanced degree. All course work will be evaluated if the student becomes inactive (1 year of no enrollment in required courses). A student who has been inactive for one year may be required to repeat specified course(s) or to demonstrate competencies by testing using various methods.

Progression may be denied for non-academic reasons when the cause is incompatible with professional development of practice, for example, as with unsafe practices, unethical professional practices or attitudes incompatible with professional performance. Students may be required to complete remedial work in association with graduate courses based on their past performance, standardized tests, or writing and oral communication skills.

## **Thesis Option**

Students have an option of completing a thesis, NUR 698 (3 credits). Students taking Thesis must establish an examination committee comprised of the Director of the Graduate Program in Nursing and no fewer than two additional doctorally prepared members to include one IPFW graduate nursing faculty. The examination committee will certify that the student has fulfilled the requirements for a master degree. The committee's participation will be determined by the Graduate Curriculum Committee. Students taking Thesis are responsible for complying with the Purdue University: Graduate School Policies and Procedures (Section VII and VIII) [http://www.gradschool.purdue.edu/downloads/Graduate\\_School\\_Policies\\_and\\_Procedures\\_Manual.pdf](http://www.gradschool.purdue.edu/downloads/Graduate_School_Policies_and_Procedures_Manual.pdf) and the latest edition of the American Psychological Publication Manual. A master's thesis is a document authored by an individual, describing results of original research undertaken by that individual, and asserting a position which that individual is willing to defend. All theses must be prepared according to Purdue University format requirements, as described

in *A Manual for the Preparation of Graduate Theses*. The Purdue University Graduate School maintains specific guidelines for the thesis. <http://www.gradschool.purdue.edu/thesis.cfm>

### **Graduate Clinical Practicum**

All students have required clinical practicum hours. The location, focus, and number of practicum hours are determined by requirements for accreditation of the particular specialization. Students in the ANP specialization have approximately 600 hours of required documented clinical under the supervision of an approved preceptor along with 30 hours clinical seminar and 135 hours of laboratory experiences. WHNP students have approximately 720 hours of required documented clinical under the supervision of an approved preceptor along with 30 hours clinical seminar and 135 hours of laboratory experiences. Students in the nurse executive and education specializations are required to take 345 hours of clinical and 30 clinical seminar hours. These hours may change according to criteria for certification and or accreditation. Clinical practicum provides the student with an opportunity to learn and enhance assessment, diagnosis, and management of advanced nursing practice. Clock hours are defined by the Department of Nursing at IPFW as follows:

- One semester credit hour equals a 50-minute class hour.
- One semester credit hour equals 5 clinical hours.
- One semester credit hour equals 3 laboratory hours.

Clinical contracts must be in place at least 90 days prior to the beginning of your practicum. Please work with your advisor to determine your clinical site so that existing contracts can be verified and new contracts initiated. No clinical experience may take place without the appropriate clinical agency contract. **It is your responsibility to discuss with and notify your advisor the location of the desired clinical site and preceptor at least 3 months (90 days) prior to the semester.**

Three months prior to the beginning of the semester, complete the Practicum Site Form (Appendix A ).

### **Student Identification**

All students are required to wear the official IPFW badge at all times during the practicum experience. The format of the pin is as follows:

- First and last name with credentials
- Graduate Nursing Student
- Area of specialization

Pins are purchased at Mark Fore Sales

205 E Collins Road  
Fort Wayne, IN 46825  
Contact: John  
Phone: 260-483-5444

### **Dress Code**

Students are expected to adhere to the dress code of the practicum site. Professional dress is expected at all times. Lab coats are required for the nurse practitioners and may be required for students in Nursing Education and Nurse Executive practicums.

### **Confidentiality**

Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must complete the Purdue HIPAA PowerPoint self study, HIPAA Quiz earning 100%, and turn in the signed confidentiality agreements of Purdue University and IPFW College of Health and Human Services.

### **Utilization of Patient Information**

No identifying patient information, including computer generated information, may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, room number, and social security number.

## **E-Portfolio Requirement**

Electronic portfolios (E-portfolio) are a reflective tool to document both your academic progress and your professional development. E-portfolios include artifacts that demonstrate evidence of personal reflection on and attainment of the terminal objectives of the Nursing Graduate Program. The artifacts that you select to include in your portfolio are a record of your academic work and it is accessible electronically. The E-portfolio facilitates review, reflection, and analysis of your learning.

You will select artifacts that you believe best demonstrate your proficiency in meeting specific goals. A vital component of the E-portfolio is your critical reflection on your learning and will help you recognize learning beyond the initial assignment.

Each graduate nursing course will have an E-portfolio submission requirement with the final version of your E-portfolio is completed during the capstone course, NUR 682 Synthesis and Application. The graduate faculty identified five goals for the E-portfolio:

1. Stimulate critical analysis.
2. Promote reflective thinking.
3. Provide tangible evidence of program outcomes.
4. Provide a record of nursing activities that demonstrates evidence of professional growth.
5. Provide evidence of leadership and change agent skills.

## Requirements for Graduate Clinical Nursing Courses

### TB/Mantoux

- Each student must submit proof of completed TB by August 15 (fall semester), December 15 (spring semester), May 15 (summer I and II).
- The TB/Mantoux must be valid through the end of the semester.
- Each student is responsible for making copies, stapling together, and submitting proof of the requirements to the department secretary.
- A student with a positive reaction to the TB skin test must submit the TB Surveillance Record Positive Reactor Checklist (Appendix C) to meet the deadlines of August 15 (fall semester), December 15 (spring semester), May 15 (summer I and II).

### Cardiopulmonary Resuscitation

- Proof of completed professional/healthcare provider level cardiopulmonary resuscitation (CPR) must be submitted to a department secretary by August 15 (fall semester), December 15 (spring semester), May 15 (summer I and II).
- The CPR must be valid through the end of the semester.
- A photocopy of the front and back of the card must be given to a nursing department secretary.
- CPR must be Professional/Healthcare Provider. One online CPR is approved by the Department of Nursing: Corporate Health and Prevention On line CPR ([chpinc@prodigy.net](mailto:chpinc@prodigy.net)).

### Hepatitis B

- The first, in the series of three Hepatitis B injections, is required with the application to the graduate nursing program.
- Completion of the series for Hepatitis B immunization is required for clinical courses.
- Each student is responsible for submitting proof of the requirements to the department secretary.

### Substance Abuse Screen

- Each student enrolled in a clinical course is required to undergo a substance abuse screen at least every 12 months to test for the presence of alcohol, drugs, or other controlled substance.
- In subsequent semester the substance abuse screen must be completed by August 15 (fall semester), or December 15 (spring semester), or May 15 (summer I and II) to meet the every 12 month requirement.
- If any substance abuse test reveals that a student is engaging in the illegal use of drugs, is otherwise impaired and unable to perform one or more essential functions of the job with or without reasonable accommodation as may be required by law, or pose a direct threat to the health or safety of others, the student will fail the nursing course, be dismissed from the Department of Nursing, and from the College of Health and Human Services.

- Disclosure of prescribed medications must be supported by prescription documentation.
- Upon failure of the substance abuse screen, one retest, at the student's expense, immediately after receiving notification of the failed substance abuse screen will be permitted.
- A subsequent failure of the substance abuse screen results in immediate course failure and dismissal from the Department of Nursing and from the College of Health and Human Services for a minimum of 5 years.
- Any licensed nursing student failing the retest substance abuse screen (or if the retest is refused) will be reported to the Indiana State Board of Nursing.
- Any student dismissed from the Department of Nursing due to failure of the substance abuse screen will be directed to the Dean of Students.
- After five years, application for readmission to the Department of Nursing will be considered with documentation of continuous compliance with a recovery treatment program.

Additionally, a student may undergo a substance abuse screen to test for the presence of alcohol, drugs, or other controlled substances:

- following an injury occurring at the clinical site;
- when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the clinical site involving students or others working in the area to which students have been assigned;
- at random intervals, when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances;
- when there is reasonable cause or suspicion to believe that students are under the influence of alcohol, drugs, or other controlled substances;
- and upon the return of students following a period of absence (Not enrolled in classes) from providing services of more than 30 days, and when the students have illegally or improperly used controlled substances and have successfully completed a rehabilitation program, all except to the extent prohibited by law.

Contact any of the following Health Services departments to arrange a time to begin the substance abuse screening process.

- RediMed Clinics [www.redimedclinics.com](http://www.redimedclinics.com)  
There is a fee, payable to the facility at the time of the screening. A check or cash will be accepted. Bring your IPFW Student ID card~ the Mastodon card.
- Parkview Occupational Health: 373-9300  
There is a fee, payable to the facility at the time of the screening. Parkview Occupational Health is open 24 hours per day from 7Am on Monday to 7Am on Saturday. No appointment is necessary.

### **Student Check: Healthcare Student Background Check**

- Each student needs to complete the Student Check: Healthcare Student Background Check upon admission to the nursing program (Appendix E).
- Annually, the Personal Disclosure form (Appendix F) must be completed by August 15.

## **Student Professional Liability Insurance**

All students in the clinical area are required to carry professional liability insurance. This insurance covers the person only in the clinical area while in the student role. Hospital insurance policies do not cover students. This insurance can be obtained through:

- 1. Private insurance company.** A copy of professional liability insurance including the name of the insurance company, statement of coverage as a student, dates of coverage, and policy number must be submitted to the nursing secretary by August 15 (fall semester), or December 15 (spring semester), or May 15 (summer I and II).
- 2. Group policy through the University.** Insurance available through the University will automatically be charged to your IPFW account once per year. If you have shown proof of professional liability insurance purchased through a private insurance company, your account will be credited. The cost per school year is approximately \$15.00 (amount subject to change). Insurance charged during fall semester is valid through May 31<sup>st</sup> of the academic year. Insurance charged for the spring semester is valid through May 31<sup>st</sup> of the academic year.

## **Student professional liability coverage through the University**

Special coverage is available to students who, as part of their course requirements, work with members of the public, either on or off campus. As all students in these situations are exposed to potential liability, our office does recommend purchase of this coverage. Purdue Insurance Services Enterprise provides coverage for the following:

- Liability arising out of real or alleged wrongful acts.
- Payment of all court costs.
- Expert legal counsel and claims adjusters.

It covers a student for activities related to his/her normal curriculum, studies, and assignments 24 hours a day--in or out of school--including vacations and days off. Coverage does not apply to activities not considered to be a part of a student's academic requirements.

Limits of Liability are:

- \$1,000,000/\$3,000,000 (Pays up to a total of \$3,000,000 in any one year)
- If a claim is presented years after a wrongful act is alleged to have occurred, coverage will respond so long as the policy was in effect when the act occurred.
- The policy period is from June 1 through May 31 of the following year.

**Complete the Clinical Checklist (See Appendix B)** by August 15 (fall semester), December 15 (spring semester), and May 15 (summer I&II).

## **Communicable Disease**

While in the clinical practicum setting, you are responsible for being free of communicable disease. If you have been exposed or show indications of communicable disease, you must inform a member of the graduate faculty prior to going to the practicum site. If you have an exposure incident, the Exposure Incident Policy and Procedure must be followed (See Appendix D). Documentation forms that are found in the policy and procedure must be completed, signed, and copies distributed.

## **Relationship with Agency**

If information is needed from a particular agency representative, an advance appointment should be made with that person. Agency personnel should not be used in lieu of normal reference sources or IPFW nursing faculty. If you need additional information from a patient record, you are expected to return to the agency to obtain such information. It is not acceptable to call an organization and request information. All agency policies and procedures must be followed.

## **Practicum Attendance**

Performance of clinical/practicum hours at the negotiated times and day with the preceptor is required. Careful attention to attend clinical/practicum on the days which the preceptor can accommodate the student is important. It is the student's responsibility to monitor the number of hours completed and plan on completing the required number of hours for the term. You are responsible for adjusting your personal and employment commitments so that the required number of clinical hours can be completed. If you do not complete the required clinical/practicum hours for the term, you cannot expect the preceptor to continue the relationship. Extension of the clinical/practicum period with the preceptor cannot be assumed but is granted only by agreement with the preceptor, clinical agency, and nursing instructor. Exceptions related to unexpected illness of you, your family, or your preceptor should be discussed with the course faculty and the parties involved.

When you cannot attend clinical/practicum on a day that is scheduled, you **must** immediately notify the preceptor and course faculty. To be prepared, you should obtain a telephone number and discuss the procedure of notifying the preceptor and faculty of unexpected absences. Failure to notify the preceptor as negotiated prior to the beginning of the scheduled clinical/practicum day is unacceptable and may put you and your clinical placement in jeopardy. You must notify the course faculty as per the course guidelines, then present the faculty with a plan to complete the lost clinical/practicum time.

Objectives are written by the student, with the approval of the faculty and preceptor. The *Graduate Student Clinical Objective Form* is to be maintained throughout the semester. The *Graduate Nursing Student Client Encounter Log* and the *Graduate Student Clinical Time Sheet* are completed after each clinical day.

- *Graduate Student Clinical Objective Form* (Appendix G)
- *Graduate Nursing Student Client Encounter Log* (Appendix H)
- *Graduate Student Clinical Time Sheet* (Appendix I)

At the end of the clinical, you will complete the Clinical Site Evaluation Form and the Preceptor Evaluation Form along with any other assignments and submit to assigned faculty.

Your preceptor will complete the Clinical Evaluation Form that can be viewed at the above site. There is a different form for each clinical track as each has different requirements.

### **IPFW Code of Student Rights, Responsibilities, and Conduct**

Students at IPFW have rights and along with these rights have certain rules of conduct and responsibilities as a student of IPFW. The IPFW Website and the Graduate Bulletin contains the entirety of the content of these topics and can be located at:

[http://bulletin.ipfw.edu/content.php?catoid=2&navoid=23#ipfw\\_code\\_of\\_stud\\_righ\\_resp\\_and\\_cond](http://bulletin.ipfw.edu/content.php?catoid=2&navoid=23#ipfw_code_of_stud_righ_resp_and_cond)

This section of the website contains such information as student academic integrity, academic misconduct, and personal misconduct, professional misconduct, and the Campus appeal process. All students are responsible for knowing and following these regulations. The following are policies regarding professional and unsafe practice that are specific to the nursing department.

#### **Professional Misconduct**

Students may be failed in a nursing course and/or dismissed from the Nursing Program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on the Department of Nursing. Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.

Students are held to the standards of the Indiana Nurse Practice Act and as such, they are liable for their own actions. Behaviors of professional misconduct occurring at any time while the person is a student in the nursing program may result in disciplinary action include, but are not limited to:

- Patient Abandonment and/or neglect
- Commission of fraudulent acts/documentation
- Breach of Confidentiality
- Theft of property from a clinical agency, client, others, or IPFW
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person's safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency

#### *Dismissal for Unsafe or Unprofessional Practice*

Students will be afforded due process in cases of dismissal. All cases for dismissal will be first reviewed by the Graduate Curriculum Committee. The student will be given the

opportunity to present information about the situation during the Committee deliberations. The curriculum committee will then make a recommendation as to whether dismissal is warranted. All consideration is based on the Department of Nursing Dismissal Policy.

In cases where there is a time lag between when the Graduate Curriculum Committee can meet, the Director of the Graduate Program may deem that the student is unsafe in the clinical setting and will remove the student from clinical until deliberations are complete. If the Graduate Curriculum Committee determines that the student did not perform unsafely, opportunity to make up the practicum hours will be given.

### **Academic dismissal**

Academic dismissal is a permanent termination of formal studies in the Graduate Nursing Program and does not automatically carry with it a provision for readmittance. The decision for dismissal of a student is made by the Graduate Nursing Curriculum Committee. A student can be dismissed for lack of improvement while in provisional status and for any infraction the committee considers to be severe and incompatible with academic and professional development. Students may appeal such a decision through the Campus Appeals Board.

### **College of Health and Human Services Student Appeals Policy**

The Student Appeals Policy applies to all students enrolled in an IPFW College of Health and Human Services program or taking a course offered by the College (Appendix J). Students who have evidence or believe evidence exists that a course grade, similar evaluation, or student progression decision was made as a result of prejudice, caprice, or other improper conditions, such as mechanical error, may appeal that action. Complaints of discrimination or harassment do not follow under this policy and should be taken to the University Affirmative Action Officer. Students may seek advice by meeting with the University Dean of Students or the College of Health and Human Services Director of Student Success. The policy in its entirety and an appeal checklist can be found at:

<http://www.ipfw.edu/hhs/resources/appeals.shtml> and  
<http://www.ipfw.edu/hhs/resources/checklist.shtml>.

### **Technical Standards with Disability Statement:**

The standards and disabilities statement is found at:

<http://www.ipfw.edu/hhs/resources/standards.shtml>.

**Appendix A**  
**Indiana University-Purdue University Fort Wayne**  
**College of Health and Human Services**  
**Parkview Department of Nursing**  
Practicum Site Information

**This document needs to be submitted to the Nursing Department, Graduate Program no later than 3 months prior to clinical practicum to ensure that contract and other arrangements can be made.**

Student Name \_\_\_\_\_ Course # \_\_\_\_\_

IPFW ID# \_\_\_\_\_ Semester: \_\_\_\_\_

**Preceptor Information**

Preceptor Name: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

Position and Title: \_\_\_\_\_

Office Phone, Extension, or Page: ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

**Agency/Office Information**

Agency/Office Name: \_\_\_\_\_

Contact person Responsible for Clinical Affiliation/Contracts:

\_\_\_\_\_ E-mail \_\_\_\_\_

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

Phone: \_\_\_\_\_

**General Information about Experience (Tentative)**

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Other pertinent information (additional experience planned, workshops, conference, specific observations or procedures, etc.):

\_\_\_\_\_

**Objectives (Tentative)**

\_\_\_\_\_

By signing this Practicum Information form, I confirm that I have completed requirements, AND I have a copy of each for my own personal records.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**  
**Clinical Checklist**  
**Indiana University-Purdue University Fort Wayne**  
**College of Health and Human Services**  
**Parkview Department of Nursing**  
**Clinical Checklist Document**

Note: A copy of this form is to be submitted to program secretary six to ten weeks prior to beginning of semester (July 1 for Fall; November 1 for Spring and April 1 for Summer).

**Although students may be registered, students will not be allowed to begin a practicum course until ALL clinical requirements are completed and turned in with this signed checklist – NO EXCEPTIONS.**

Student Name \_\_\_\_\_ Course # \_\_\_\_\_

IPFW ID# \_\_\_\_\_ Semester: \_\_\_\_\_

**Student Information**

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Emergency Contact Information-Name/Relationship: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

**Required Documents**

Circle Y if documents are on file in IPFW School of Nursing or N if not on file (comment if N)

Copy of RN License	Y	N
Record of Student Health Form with signatures	Y	N
Copy of Healthcare Provider CPR Card (front and back with signatures)	Y	N
Criminal Background Check	Y	N
Substance Abuse Testing	Y	N
<b><u>Master</u></b> Student Name Tag Mark Fore Sales is contact	Y	N
Student Name and credentials		
Graduate Student – Area of Specialization		
Clinical Practicum Site Document Complete and Submitted to Nursing Department	Y	N

**APPENDIX C**  
**Indiana University-Purdue University Fort Wayne**  
**College of Health and Human Services**  
**Parkview Department of Nursing**  
**TB Surveillance Record**  
**Positive Reactor Checklist**

Your Health Record indicates that you are a positive reactor to the TB skin test. A positive skin test generally means that at some point in time contact has been made with the tuberculosis bacteria.

Annual chest x-rays are no longer recommended. However, according to the policy of the Department of Nursing, you will need to return this TB Surveillance Record to submit proof of the following requirements to the secretary in the Department of Nursing each semester by August 15 (fall semester), December 15 (spring semester), May 15 (summer I and II). Review the following questionnaire and indicate any symptoms which apply. If at any time during the year symptoms develop, contact your health care provider and the secretary in the Department of Nursing.

Have you experienced any of the following symptoms?

- | Yes                      | No                       |                                       |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Productive or prolonged cough         |
| <input type="checkbox"/> | <input type="checkbox"/> | Bloody Sputum                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Prolonged unexplained low-grade fever |
| <input type="checkbox"/> | <input type="checkbox"/> | Night Sweats                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Loss of appetite                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Weight loss/weakness                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chest pain                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Shortness of breath                   |

---

<i>(Student signature)</i>	<i>(Date)</i>
----------------------------	---------------

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*(Printed name)*

**Appendix D**  
**Indiana University - Purdue University Fort Wayne**  
**College of Health and Human Services**  
**Parkview Department of Nursing**  
***Blood Borne Pathogens***  
***Exposure Incident Form***

In the event of an exposure incident, two forms must be completed: 1) *the Employer's First Report of Injury worksheet* for worker's compensation, and 2) this form as required by OSHA. This form is intended to evaluate the control methods used to prevent employee exposure.

Name of Person Exposed \_\_\_\_\_ Incident Date \_\_\_\_\_

Location of Incident \_\_\_\_\_ Incident Time \_\_\_\_\_

Exposure Type (please check) sharps injury \_\_\_\_\_ needle stick \_\_\_\_\_ splash to mucous membranes \_\_\_\_\_ broken skin contact \_\_\_\_\_ Other \_\_\_\_\_

Identification of Potentially Infectious Material(s):

Description of Incident:

Witnesses to Incident:

Describe engineering and work practice controls in use:

Describe protective equipment in use:

What is responsible for the failure of these controls?

What changes need to be made to prevent reoccurrence?

**Has the exposed individual been advised to seek medical attention?**

Report prepared by \_\_\_\_\_ Position \_\_\_\_\_

**Exposed individual's signature to indicate concurrence with report** \_\_\_\_\_

copies:

Radiological and Environmental Management (SB G50) - white copy

Parkview Occupational Health - yellow copy

Department Representative - pink copy

Exposed Individual – goldenrod

**A photocopy is to be submitted to the Dean of Health and Human Services**

*Radiological and Environmental Management 481-5744*

Appendix E  
Indiana University-Purdue University Fort Wayne  
College of Health and Human Services  
Parkview Department of Nursing



**INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK  
FOR CLINICAL EDUCATION PROGRAM**

**Indiana University – Purdue University Fort Wayne Nursing**

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

**Go to [www.mystudentcheck.com](http://www.mystudentcheck.com) and select the name of the school, then select your Program from the drop down menu.**

Complete all required fields and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$59.54** and **New Mexico** residents will pay **\$58.99**. Residents in **all other states** will pay **\$55.00**. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc. PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses. If you need assistance, please contact PreCheck at [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).

**FREQUENTLY ASKED QUESTIONS:**

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? Yes. Log into [www.mystudentcheck.com](http://www.mystudentcheck.com) and click on “here”, put in your SSN and DOB. If your application is complete, then you click on the application number to download and print a copy of your report. This feature is good for 90 days after submittal. After 90 days, you will be charged \$14.95 for a copy of your report.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
- I have a criminal record. What should I do? Disclose the crime on your application

**APPENDIX F**  
**INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE**  
**COLLEGE OF HEALTH AND HUMAN SERVICES**  
**PARKVIEW DEPARTMENT OF NURSING**

**ANNUAL PERSONAL DISCLOSURE**  
**FOR STUDENTS**

Date Submitted: \_\_\_\_\_

Student's Name printed: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Students are required to complete the initial requirements of student background check, with includes driving record, background and OIG/GSA/ SDN checks, prior to starting clinical experiences.

Following the initial requirements, all students will respond to the following questions on an annual basis. Failure to provide accurate truthful responses will subject student to possible removal from clinical experiences. Affirmative responses/ violations will be forwarded to the clinical agency representative for review.

Have you (the student) pleaded guilty, "no contest" or been convicted of a crime or violated parole since the date background reports were first submitted at the beginning of your clinicals?

YES \_\_\_ NO \_\_\_

If YES, name the crime or parole violation, the name of the court and any sentence or punishment. (A "YES" answer is not an automatic bar to continued clinicals but must be reviewed.)

**Appendix G**  
**Indiana University-Purdue University Fort Wayne**  
**College of Health and Human Services**  
**Parkview Department of Nursing**

Graduate Student Clinical Objective Form

Student \_\_\_\_\_ Clinical Agency \_\_\_\_\_

Clinical Preceptor \_\_\_\_\_ Faculty \_\_\_\_\_

Needs to be completed by the end of the first week and signed by the assigned faculty and preceptor.

Clinical Objective  <i>At the end of the clinical experience I will be able to:</i>	Activities to Meet Objectives	Date for Completion	Completed



**Appendix I**  
**Indiana University-Purdue University Fort Wayne**  
**College of Health and Human Services**  
**Parkview Department of Nursing**

Graduate Student Clinical Time Sheet (Required 45 hours)

Student \_\_\_\_\_

Clinical Agency \_\_\_\_\_

Date	Time start to time end	Daily Clinical Hours	Cumulative Clinical Hours	Preceptor Signature

Clinical Preceptor \_\_\_\_\_

Preceptor Name	Total Hours with Preceptor

**Appendix J**  
**Indiana University-Purdue University Fort Wayne**  
**College of Health and Human Services**

**STUDENT APPEALS PROCEDURE CHECKLIST**

(The student is responsible to obtain signatures at each level. The original form will be placed in the student's file and a copy will be made for the student.)

The IPFW student appeals procedure requires that a student first try to resolve a dispute by talking with the course instructor. In most cases, an appeal can be resolved at this level if both student and course instructor are willing to reasonably discuss the student's concerns.

I. Meeting with course instructor.

Date of meeting \_\_\_\_\_

This certifies that step one of the appeals procedure has been carried out.

Student: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_

Instructor's Determination and Rationale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If the student and course instructor are unable to resolve the appeal, the student may then appeal to the department chair, who may make an attempt to informally resolve the issue. This affords another opportunity for resolving the conflict.

II. Meeting with department chair.

Date of meeting \_\_\_\_\_

This certifies that step two of the appeals procedure has been carried out.

Student: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Chair's Determination and Rationale: Please print legibly. :

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Student: \_\_\_\_\_

Student's Current Address: \_\_\_\_\_

(street address)

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(city, state, zip code)

Student's Telephone Number: \_\_\_\_\_

If the conflict cannot be resolved between the student and the course instructor, even with the assistance of the department chair, the student has the option to appeal to the College of Health and Human Services Student Appeals Committee. A formal hearing is held in which both the student and the course instructor may present their case. The Chair of the College Student Appeals Committee will notify the student and the course instructor of the hearing.

III. Hearing with College committee.

To be completed at Committee meeting:

Date of meeting \_\_\_\_\_

This certifies that step three of the appeals procedure has been carried out.

Student: \_\_\_\_\_

Chair or Vice Chair of the College Student Appeals Committee:

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As a student, I wish to appeal against the following decision.

State below the reason(s) you are appealing the decision. Be specific and complete. You may attach an additional page, if necessary. Provide any supporting documentation about your appeal that you feel is pertinent.

I am seeking the following remedy if my appeal is successful.

Resource: Senate Document 03-2