



# **Graduate Nursing**

## **Student Handbook 2023 - 2024**

## FOREWORD

This handbook is designed to assist you to navigate your graduate program and to understand the opportunities, rights and responsibilities which are yours as a graduate nursing student at Augustana University. It contains a compilation of information relating to policies and procedures of the Augustana Nursing Department. You are required to be familiar with the policies and procedures in this student handbook. If you have questions about the program which are not addressed in this handbook, please contact a member of the Nursing Department faculty.

The Department reserves the right to make such changes in policies and procedures as it may find necessary and desirable.

Please refer to the Augustana University [Student Handbook](#) and [University Graduate Catalog](#) for information about services, policies, and regulations which relate to all students of the Augustana community. Program accreditation information is located on the [Augustana University website](#).

Visit the [distance education concerns or complaints](#) for information on SARA and the NC-SARA Professional Licensure Directory.

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## **MISSION, PHILOSOPHY, VALUES**

### **MISSION OF AUGUSTANA UNIVERSITY**

Inspired by Lutheran scholarly tradition and the liberal arts, Augustana provides an education of enduring worth that challenges the intellect, fosters integrity and integrates faith with learning and service in a diverse world. The mission of Augustana is reflected by the following five core values: Christian – Liberal Arts – Excellence – Community – Service.

### **MISSION OF THE SCHOOL OF HEALTH PROFESSIONS**

(Adopted 3/2023)

To promote interprofessional education and develop leaders through collaboration, cultivation of partnerships, and alignment of resources within a culture of innovation and professional excellence.

### **MISSION OF THE NURSING PROGRAM**

(Revised 10/18, Reviewed 2/21, 8/22)

The mission of the Augustana University Nursing Program is to prepare transformational leaders who practice in interprofessional environments. Graduates are poised to collaboratively address complex issues in an evolving healthcare environment through experiences that cultivate their personal, intellectual, and professional growth.

### **PHILOSOPHY OF THE NURSING PROGRAM**

(Revised 10/18, Reviewed 2/21, 8/22)

The philosophy of the Nursing Program is reflective of the values and beliefs of Augustana University. The program is centered around a Christian liberal arts education, which promotes both personal and professional growth. The discipline of nursing, as an art and science, holds timeless historical and theoretical perspectives that respond to the caring and healing needs of humanity. The nursing program's philosophical foundation is based upon blending a Christian liberal arts education with the core values of the nursing discipline.

Teaching-learning is a mutual process, requiring intentionality and shared responsibility, cultivating a spirit of inquiry. The search for truth requires living with ambiguity, as values and beliefs are challenged and scholarly endeavors explored by students and faculty.

The human community and universe are interconnected. Past, present, and future are integral, as we live in relationship with persons and all that surrounds us. Nursing is being, knowing, and acting with compassion and caring in evolving relationships. Nursing fosters the health, wholeness, and human potential of diverse individuals, communities, and/or populations. Living the art and science of nursing involves presence and honoring the perspective of another.

## **VALUES OF THE NURSING PROGRAM**

(Revised 10/18, Reviewed 2/21, 8/22)

The values of Augustana University provide the foundation that guides the Nursing Program. The values of the Nursing Program include the following:

Teaching/learning from a liberal arts perspective:

- Developing ethical competence
- Hearing the voice of others through relationship and presence
- Synthesizing the arts and science in practice
- Becoming a change agent

Living in community:

- Respecting human freedom, diversity, and uniqueness
- Collaborating with others
- Nurturing relationships
- Valuing the voices of community
- Responding to health issues
- Engaging in relationships that sustain all things

Cultivating excellence:

- Coaching creative thinking and innovative practice
- Fostering inquisitive exploration and reflective practice
- Wrestling with the unknown
- Engaging in the learning environment to build expertise
- Committing to lifelong learning

Developing transformational leadership:

- Collaborating interprofessionally to promote health and wellness
- Leading and practicing with integrity
- Engaging in social justice
- Advocating for responsive health policies and systems

Living faith in vocation:

- Respecting all beliefs
- Caring in the human health experience
- Honoring the search for meaning
- Responding with compassion
- Honoring creation

## MASTER OF SCIENCE IN NURSING - PROGRAM OUTCOMES

The program outcomes and curriculum are mapped to The Essentials of Master's Education in Nursing (AACN, 2011) the competencies from the Statement on Clinical Nurse Specialist Practice and Education (NACNS, 2019), and the Adult-Gerontology Acute Care and Primary Care Nurse Practitioner Competencies (NONPF, 2016). The Essentials: Core Competencies for Professional Nursing Education (2021) were considered when developing the outcomes. This meets requirements from the regulatory agencies of the South Dakota Board of Nursing and the Commission on Collegiate Nursing Education. The program outcomes are congruent with Augustana University's Mission Statement and Core Values.

Master of Science in Nursing students will achieve the following program outcomes:

1. Utilize advanced nursing knowledge to provide holistic care for patients, families, communities, and populations.
2. Collaborate with stakeholders across systems to promote equitable and fiscally responsible population health outcomes.
3. Implement research, evidence-based practice, and quality-improvement methods to promote the safe delivery of health care and strengthen outcomes.
4. Lead interprofessional teams to optimize care delivery in complex healthcare systems to provide equitable care for diverse populations.
5. Utilize informatics processes and communication technologies to manage and improve the delivery of safe, high-quality, and efficient health care services.
6. Demonstrate professionalism in advanced nursing practice, modeling ethical comportment and moral courage that reflect nursing's characteristics and values.
7. Assert leadership to sustain expansion of professional knowledge and nursing expertise that fosters personal health, resilience, and well-being.

### References:

American Association of Colleges of Nursing (2011). *The Essentials of Master's Education in Nursing*.

American Association of Colleges of Nursing. (2021). *The Essentials: Core Competencies for Professional Nursing Education*.

National Association of Clinical Nurse Specialists. (2019). Statement on Clinical Nurse Specialist Practice Education. 3<sup>rd</sup> Ed.

The National Organization of Nurse Practitioner Faculties. (2016). Adult-Gerontology Acute Care and Primary Care NP Competencies.

[https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/files/np\\_competencies\\_2.pdf](https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/files/np_competencies_2.pdf)

## **POLICIES AND PROCEDURES**

### **ADMISSION POLICIES**

All students desiring to pursue a Master of Science in Nursing or a Post-Graduate Certificate must complete an application for admission to the nursing program. The application can be obtained online at the Augustana Nursing website. All nursing applications will be reviewed by the Graduate Nursing Admission/Progression Committee. Students will be admitted on a rolling basis until the cohort is filled. Clinical placement options will be discussed with the student as part of the admissions process, may vary depending on the student's location or employment and are not guaranteed.

### **MASTER OF SCIENCE IN NURSING ADMISSION CRITERIA**

Students applying for admission will meet the following criteria and submit documentation of:

1. Bachelor of Science in Nursing from an accredited college or university, with a nursing program that is accredited by a nationally recognized nursing accrediting agency [(National League of Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE)].
2. Proof of unencumbered RN license
3. Two years of full-time professional nursing experience. The adult-gerontology acute care nurse practitioner (AG-ACNP) track requires acute care experience with critical care preferred.
4. Official transcripts listing all undergraduate and graduate coursework taken
5. Resume or curriculum vitae
6. Professional and/or academic competence in nursing attested through two letters of recommendation submitted electronically by the recommender as part of the online application.
7. A personal statement regarding both professional and educational goals. In 500 words or less describe your practice topic of interest, why it is significant to nursing and your educational goals.
8. Completed application to Augustana Nursing Graduate Program
9. International students must have sufficient English language proficiency to successfully complete a graduate nursing program.
  - a. For those students whose native language is not English, they must complete Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) and submit scores with the online application
  - b. Requirements for English proficiency:
    - i. minimum score of 22 (TOEFL) or 6.5 (IELTS) in the Reading, Listening and Writing sections
    - ii. minimum score of 26 (TOEFL) or 8 (IELTS) in the Speaking section
    - iii. A student who applies with a question of proficiency in English must meet the above standards.
10. Upon review of the application and all documents, applicants from the overall pool may be invited for an interview electronically or in person.

## POST-GRADUATE CERTIFICATE ADMISSION CRITERIA

Post-graduate students applying for admission will meet the following criteria and submit documentation of:

1. Master of Science in Nursing from an accredited college or university, with a nursing program that is accredited by a nationally recognized nursing accrediting agency [(National League of Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE)] with a minimum GPA of 3.25 on a 4.0 scale
2. Proof of unencumbered RN license
3. Two years of full-time professional nursing experience. The adult-gerontology acute care nurse practitioner (AG-ACNP) track requires acute care experience with critical care preferred.
4. Completion of graduate level pathophysiology, health assessment and pharmacology within the last 5 years. For the Adult-Gerontology Clinical Nurse Specialist track, completion of a graduate level evidence-based practice course or equivalent
5. Official transcripts from all post-secondary education
6. Resume or curriculum vitae
7. Professional and/or academic competence in nursing attested through two letters of recommendation submitted electronically by the recommender.
8. Personal statement regarding both professional and educational goals.
9. Complete online application to Augustana University
10. International students must have sufficient English language proficiency to successfully complete a graduate nursing program.
  - a. For those students whose native language is not English, they must complete Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) and submit scores with application
  - b. Requirements for English proficiency:
    - i. minimum score of 22 (TOEFL) or 6.5 (IELTS) in the Reading, Listening and Writing sections
    - ii. minimum score of 26 (TOEFL) or 8 (IELTS) in the Speaking section
    - iii. A student who applies with a question of proficiency in English must meet the above standards.
11. Upon review of the application and all documents, applicants from the overall pool may be invited for an interview conducted electronically or in person.

Certain sensory, psychomotor, cognitive, communication and behavioral/social abilities are essential for generalists to competently and safely practice nursing. For admission to and progression in the nursing program, a student must meet and maintain satisfactory demonstration of standards in these functional areas. (**Appendix C**)



## GRADUATE NURSING PROGRAM REQUIREMENTS

The Master of Science in Nursing at Augustana University has two specialty track options:

- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Clinical Nurse Specialist

The curriculum includes core courses, taken by students in all tracks and courses devoted to the chosen specialty track. Each program (track) of graduate study is a distinct and sequential plan leading to theoretical and clinical expertise. Students acquire knowledge and skills that build upon one another; therefore, the courses follow a defined sequence and are usually offered once annually. A minimum of 46 credits are required for the Adult-Gerontology Clinical Nurse Specialist and the Adult-Gerontology Acute Care Practitioner tracks. The adult gerontology population covers individuals from adolescence through adulthood and older age. The program is designed for part-time study, allowing students to continue in clinical practice. Classes are offered online with the exception of three immersion sessions that occur in the 2nd year of the program. Part-time students will take two years to complete their course of study. See **Appendix A** for required courses and the plans of study. Graduates are expected to engage in research-based practice and to become leaders in whatever setting they choose to practice in.

The Post-Graduate Certificate Program has two specialty track options:

- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Clinical Nurse Specialist.

The curriculum includes specialty track courses devoted to the chosen specialty track. A minimum of 20 credits are required. The certificate is designed for part-time study, allowing students to continue in clinical practice. The certificate program is 12 months in length. See **Appendix B** for the required courses and plans of study.

A maximum of five calendar years, beginning with the initial core course taken at Augustana University is allowed for completion of the MSN degree. See Leave of Absence policy below.

The following criteria apply to the Post-Graduate Certificate:

1. The specialty track courses must be taken at Augustana University
2. All clinical hours within the plan of study must be completed in the role area and with the population specific to the degree.
3. Work hours may not be substituted for, or count towards, the completion of required clinical hours.

### **Transfer of courses:**

All transfer credit decisions are at the discretion of the course faculty. Only MSN core courses will be considered for transfer. Specialty track courses will not be accepted as transfer credit. Advanced pathophysiology will only be accepted if completed within five years of matriculation. Advanced pharmacology will only be accepted if completed within two years of matriculation. The transfer request and approval must be completed before the start of classes.

Eligible courses must meet the following criteria:

1. Taken at the graduate level
2. Taken at an accredited, four-year institution
3. Final grade of B or higher (no pass/fail or audit)
4. Taken prior to admission to Augustana University

## **Certification Requirements**

Graduates will be prepared to sit for national certification within their specialty area. The [American Nurses Credentialing Center \(ANCC\)](#) and the [American Association of Critical Care Nurses](#) (AACN) offer the adult gerontology acute care certification exams. The Adult Clinical Nurse Specialist certification exams are also offered by the [AACN](#) and the [ANCC](#). Graduates may be required to complete additional state specific requirements before being able to practice.

## **ACADEMIC ADVISING**

Each student enrolled in the Graduate Nursing Program at Augustana is assigned a graduate faculty advisor. Advisors help students with academic and career planning and with other concerns related to students' university experience. Students at Augustana are encouraged to take advantage of the opportunity to develop a relationship with their advisor. A student must make an appointment with his/her academic advisor before registering for each term.

## **PROGRESSION OF STUDENTS**

Students in the Graduate Nursing Program are governed by the general policies of the Augustana Graduate Catalog unless superseded by the policies in this handbook.

## **GENERAL EXPECTATIONS OF GRADUATE WORK**

The Master's Program curricula are developed to build on a foundation of baccalaureate-level knowledge and prior clinical experiences. The post-graduate program curricula builds on a graduate level nursing knowledge base. The plan of study is designed so that courses build on each other. Advanced practice nursing students are expected to draw on knowledge from prior courses to demonstrate progression in the program. Students are expected to review feedback on assignments to improve their academic and clinical performance as they progress through the program.

### **Grading/Program Progression Policy**

1. The grading scale for the Graduate Nursing Program is:
  - a. 90-100% = A
  - b. 80-89% = B
  - c. 70-79% = C
  - d. 60-69% = D
  - e. <59% = F
2. Assignments or final course grades will not be rounded. For example, a 79.9% will be recorded as a 79%.
3. Students are expected to achieve a B (80%) or higher in all courses, and a satisfactory final clinical evaluation for practicum courses. Progression into subsequent nursing courses or to graduation is contingent upon attaining a B or above for all courses. If a grade of C or lower is earned, the course must be repeated.
4. The student will remediate by repeating the course at its earliest offering. A graduate nursing course may be retaken one time and the student must achieve a grade of B or higher. A student can repeat no more than two courses during their graduate program.
5. Since most nursing courses are prerequisite to other nursing courses, it is likely that a student will be delayed in their degree as a result of a non-passing grade in a course.

6. To retake a course, the student must obtain the approval of the Graduate Admission/Progression Committee, the student's advisor and the course instructor. Continuance will be contingent upon space availability, recommendations from the student's advisor and course professor and professional judgment of the Admission/Progression Committee.
7. The Nursing Admission/Progression Committee reserves the right to call/convene a Professional Conduct Committee meeting.
8. Students seeking to retake a course may be required to update their knowledge and validate their skills. This may result in additional coursework.

## **PROGRAM ATTENDANCE POLICY**

The Augustana University Graduate Nursing Program has no provision for student absences. Students are expected to attend all scheduled classes and clinical experiences.

Regular and active class participation in learning activities are hallmarks of adult learning and the professional responsibility for every student. The program is purposefully designed to ensure that graduate nursing program standards and advanced practice competencies are met and that your instructional and experiential time is maximized throughout the duration of the program. As such, attendance at all synchronous course sessions, immersion sessions, clinical rotations, and other supplemental program activities is required. Do not schedule work, travel, or personal appointments until you have received the syllabi with the course schedule for the semester.

## **CLINICAL PRACTICUM ATTENDANCE**

Student Attendance/Promptness: Clinical experiences enable students to integrate new knowledge and demonstrate achievement of program outcomes. Therefore, student attendance and promptness is required for all clinical experiences. The student will comply with the schedule of the facility or preceptor. The program does not provide the student with "time off" or "days off" during clinical.

It is the responsibility of the student to notify the clinical preceptor and clinical faculty if the student is late or unable to attend their scheduled clinical experience. Notification must occur no later than the starting time for the clinical experience.

All clinical hours are to be completed within the semester. If the student is ill and misses two (2) consecutive clinical days, a note from a physician or primary health care provider must be submitted to the clinical site and to the course faculty. Should a student miss more than one-quarter of the scheduled clinical education days, the student will need to repeat that specific clinical rotation. Students' ability to progress in the course or the program will be on a case-by-case basis.

Failure to notify the clinical instructor or the University of absence is a serious breach of professional conduct and will not be tolerated. If this situation occurs, the first instance will result in a written warning to the student, placing him or her on probation for the remainder of his or her clinical experience. Subsequent violations may result in the suspension of the student from the clinical education experience. If this action occurs, the student will need to petition the Program Director for re-entry into the clinical experience.

Students whose clinical performance would benefit from additional clinical exposure in order to demonstrate the expected competencies may be required to register for NURS 6999 elective clinical practicum course with course faculty and faculty advisor approval. This experience will be allotted no more than one credit and must be completed in a time frame that does not exceed one academic semester.

### **ON-CAMPUS IMMERSIONS**

Students will be required to complete on campus face-to-face immersions during the program of study at Augustana University. Immersion experiences are required for validation demonstration and course and degree completion. Students will be learning advanced clinical skills in the simulation and skills lab. Campus immersion dates will be provided to students upon admission into the nursing program. Students are encouraged to review the immersion dates and plan work absences, travel, and transportation requirements accordingly.

### **LEAVE OF ABSENCE**

Graduate nursing students must request a leave of absence if they are not enrolled for two or more consecutive semesters. A leave of absence may be granted for up to one year when circumstances warrant the interruption of the program of study. If more than one semester has lapsed since the student was active in advanced clinical learning, the student will be required to successfully demonstrate competency in advanced physical assessment before re-entering clinical courses in their program of study.

### **SPECIAL FEES FOR NURSING**

A special fee for nursing students is assessed for each semester of the nursing program. Fees include the cost of course materials, name badges, and clinical lab skill packs.

### **CAPSTONE PROJECT**

The capstone project (culminating project) is the graduate student's scholarly alternative to the thesis. For the capstone project, graduate nursing students will conduct an evidence-based academic project. The capstone totals three (3) credit hours and is accomplished over two (2) semesters. Refer to the Graduate Nursing Program Capstone Project Handbook.

### **GUIDELINES FOR PREPARATION AND COMPLETION OF CLINICAL PRACTICUM HOURS**

All students in the MSN and PGC programs must hold unencumbered licensure as a registered nurse before and throughout the program. Students are also required to have an unencumbered RN license in the state(s) where they will be completing their clinical practicum hours. Clinical experiences may only occur in agencies where clinical contracts are in effect. Faculty members will determine clinical affiliations and are responsible for obtaining official University agreements. This process may take up to 6-8 weeks. Students are highly encouraged to be proactive in identifying clinical sites, in consultation with their faculty advisor/course instructor so the process may be completed in a timely manner.

The course faculty will work with the clinical agency to determine the appropriate preceptor and clinical site for student placement. Students will be assigned to a clinical site that will offer experiences that will facilitate the achievement of the course objectives. Once assigned to a clinical site, the student will complete their practicum with the assigned preceptor at that site. On rare occasions a change in preceptor may be requested, however, changes will only be considered if it is determined that the student cannot meet the course objectives with the assigned preceptor at that site.

Clinical sites may have specific paperwork requirements that must be met prior to beginning the clinical practicum. The course faculty will assist in facilitating the requirements, however it is the responsibility of the students to complete the requirements prior to beginning the clinical practicum. Students must remain in compliance throughout the clinical practicum.

### **STUDENT CLINICAL TRACKING SYSTEM**

For a student to become certified, the student must be able to document the populations cared for in the clinical practicum experiences, e.g. acute care, critical care, etc. The Typhon Student Tracking System will be used for patient encounter logs. No patient identifiers are to be used when entering patient encounters to meet HIPAA requirements. Students are expected to document accurately all hours spent in the clinical setting, including allocating accurate times for various activities (e.g., actual patient encounter, consultation with the preceptor). Typhon clinical records must be kept up-to-date or clinicals may be delayed or denied. It is the responsibility of assigned clinical supervising faculty to evaluate and approve a student's clinical logs.

### **ADULT-GERONTOLOGY ACUTE CARE NURSE PRACTITIONER TRACK REQUIREMENTS**

During the clinical practicum courses, AGACNP students are required to complete a minimum number of hours in specified core clinical areas to meet population-based competencies. Additional hours may be completed in a specialty area to meet the required 780 clinical. Students will meet with their academic advisor to develop a plan to complete the specialty clinical hours based on the student's plan of study and preceptor availability.

#### **Clinical Specialty Areas & Hours for AGACNP Students**

| <b>Core Clinical Areas – Mandatory</b>                                | <b>Minimum Hours<br/>(Suggested)</b> |
|---|--------------------------------------|
| Hospitalist/Internal Medicine   | 180                                  |
| Critical Care (Medical, Surgical, Trauma, Burn, Neuro, CVOR, Cardiac) | 180                                  |
| Emergency Department/Acute Care Clinic/Urgent Care                    | 180                                  |
| <b>Specialty Clinical Areas – Elective</b>                            |                                      |
| Infectious Disease  | Flexible                             |
| Palliative Care   | Flexible                             |
| Pulmonary   | Flexible                             |
| Neuro/Neuro Surgery   | Flexible                             |
| CV Surgery  | Flexible                             |
| Hematology/Oncology   | Flexible                             |
| Orthopedics   | Flexible                             |
| GI  | Flexible                             |
| Nephrology  | Flexible                             |
| Cardiology  | Flexible                             |

## **ADULT-GERONTOLOGY CLINICAL NURSE SPECIALIST REQUIREMENTS**

During the clinical practicum courses, AGCNS students are required to complete clinical hours in each CNS sphere of impact: direct patient care, nurses and nursing practice, and organizations/systems to achieve the CNS population-based competencies. Students will meet with their academic advisor to develop a plan to complete the clinical hours based on the student's plan of study.

### **DRESS CODE**

The students must dress in a professional manner. Augustana name badges must be worn in all clinical settings. Lab coats should be worn. Lab coats should not have embroidery or patches that identify agencies other than Augustana University. Students must comply with the dress code of the clinical agency.

### **ASSURANCE OF CONFIDENTIALITY AND/OR ANONYMITY IN PAPERS, PROJECTS AND REPORTS**

Students who fail to adhere to the confidentiality policy will be required to meet with the appropriate course professor, advisor and/or Professional Conduct for Nursing Committee regarding their progression in the nursing program. Augustana nursing students are expected to respect all persons' rights to privacy, anonymity and confidentiality by:

- Using only an initial for persons and places in papers and reports.
- Listing qualifications or credentials to describe professional persons rather than names, unless specific permission has been granted to use the individual's name or the focus of the report is biographical.
- Describing community agencies and institutions rather than referring to them by name unless doing a report specifically on the services offered by an institution or an agency.
- Determining agency/institutional policies related to obtaining information from persons served by the agency/institution or from employees of the agency/institution and following these policies.
- Providing all persons who share information related to a topic of study with verbal (and in some cases written) explanation of the purpose of the project/paper, how information they share will be used, and how confidentiality will be maintained.

## **MSN DEGREE REQUIREMENTS**

Requirements for obtaining a MSN degree are:

- Successful completion of all course work (46 credits) with a B or higher grade in all graduate nursing courses.
- Passing each clinical rotation (780 hours) with satisfactory evaluations from the clinical preceptor and completed Typhon clinical encounter database.
- Successful completion of the Capstone Project.
- Upon completion of the didactic, practicum and capstone requirements, the graduate will be awarded the Master of Science in Nursing and will be eligible to sit for national certification in their specialty area.

## **AGACNP POST-GRADUATE CERTIFICATE REQUIREMENTS**

Requirements for obtaining the AGACNP Post-Graduate Certificate are:

- Successful completion of all course work (20 credits) with a B or higher grade in all graduate nursing courses.
- Passing each clinical rotation with satisfactory evaluations from the clinical preceptor along with a completed Typhon clinical encounter database. A minimum of 750 acute patient direct care hours must be completed. Upon admission, the student's gap analysis will determine the number of hours matriculated into the Post-Graduate Certificate program from the past graduate program.
- Upon completion of the didactic and practicum requirements, the graduate will be awarded the AGACNP Post-Graduate Certificate and will be eligible to sit for national certification in their specialty area.

## **AGCNS POST-GRADUATE CERTIFICATE REQUIREMENTS**

Requirements for obtaining the AGCNS Post-Graduate Certificate are:

- Successful completion of all course work (20 credits) with a B or higher grade in all graduate nursing courses.
- Passing each clinical rotation with satisfactory evaluations from the clinical preceptor along with a completed Typhon clinical encounter database. A minimum of 540 clinical hours must be completed. Upon admission, the student's gap analysis will determine the number of hours matriculated into the Post-Graduate Certificate program from the past graduate program.
- Upon completion of the didactic and practicum requirements, the graduate will be awarded the AGCNS Post-Graduate Certificate and will be eligible to sit for national certification in their specialty area.

## STUDENT RIGHTS AND REPRESENTATION

First person communication is encouraged. All concerns should be brought to the course faculty first. If the student feels unable to take the complaint to the course faculty, the concern may be taken to the Program Director of the Nursing Program. Refer to the [Academic Grievance Procedure](#) for next steps in the chain of communication.

The education records of students are protected under the Family Educational Rights and Privacy Act (FERPA). (See current [Augustana General Catalog](#).) This Federal Act also obliges faculty to protect the confidentiality of student work, grades and evaluations.

A student has the right to be heard by the Professional Conduct Committee and to be represented by his/her academic advisor or appropriate designee in the event that questions or recommendations regarding that student's progression in the major are brought to the committee.

Student representatives shall participate in nursing program faculty meetings and graduate level teaching team meetings.

### 1. Program faculty meetings

- a. One graduate nursing student representative will be elected during the first week of the semester.
- b. Student representatives participate in decision making concerning program policies and procedures.
- c. Closed "executive sessions" for the faculty are held when discussions involve specific students or at the discretion of the Program Director.

### 2. Teaching team meetings

- a. One graduate student will be elected from each cohort during the first week of the semester to serve as representatives at graduate level teaching team meetings.
- b. One student will be elected as an alternate representative.

## STUDENT REQUIREMENTS AND POLICIES RELATED TO SAFETY AND HEALTH

All Graduate Nursing Students, regardless of specialty track, must complete health and safety requirements once they are accepted into the program. See **Appendix D and E**. These include a background check, drug test, immunization, licensure, CPR, and ACLS certification. Additional background checks or drug screenings may be required by Augustana University or the clinical agencies. Failure to complete these requirements will prevent class and/or clinical attendance. All health and safety requirements are at the expense of the student and are non-refundable.

Clinical facilities where student's complete practicum hours may have additional requirements. Please be aware that clinical agencies require annual TB testing and influenza vaccinations. Students will not be placed into clinical facilities if records are not current.

The purposes of the criminal background clearance and drug screening are:

1. To protect the public/client safety.
2. To identify elements in prospective students' background that could cause them to be ineligible for licensure as an advanced practice nurse.
3. To meet the requirements of clinical agencies with whom the University contracts for student clinical experiences.

Students with a criminal record will be counseled regarding the implications of their records as they relate to clinical experience opportunities, potential barriers to licensure, and the possibility



of being unable to continue in the nursing program. Students with a criminal record will typically be referred to a State Board of Nursing representative to validate eligibility for licensure. The ultimate determination of a student's eligibility to progress in the nursing program at Augustana University will, however, rest with the Nursing Program.

Students that stop out of the program for at least one year are required to complete a Criminal Background check when re-starting the program.

## **PHYSICAL EXAMINATION**

All students must complete a physical examination prior to the start of clinical courses. This form must be completed, signed and dated by a physician or advanced practice provider at the time of the physical exam. Physical exams must be completed within one year of starting the program. (**Appendix D**)

## **REQUIRED IMMUNIZATIONS AND CERTIFICATIONS**

Immunizations must be up to date prior to entrance into clinical courses (**Appendix E**).

Augustana University Nursing and our clinical partners reserve the right to withdraw a student who does not demonstrate compliance with vaccination and other health requirements.

1. Measles, Mumps, Rubella (MMR). Two doses or titer.
2. Adult TDap
3. Varicella (chicken pox). Varicella titer or 2 doses of varicella immunization.
4. Hepatitis B (vaccine x 3) and a positive Hepatitis B Titer (If negative, student must receive booster and/or repeat series before another titer is drawn. If the second titer is negative, documentation will be kept on file that the student is not immune).
5. Tuberculosis Skin Test (TB).
  - a. Proof of two TB skin tests within the previous 12 months. If a student has not had two TB skin tests within a 12-month period, a 2-step TB skin test or a TB Blood Test is required.
  - b. Students are required to have annual TB testing.
  - c. Students with a positive TB skin test need to provide documentation of the results of chest x-ray and treatment (if necessary). The student will complete a symptom checklist annually.
6. COVID Vaccination. Students must be fully vaccinated prior to starting clinical.
  - a. Students may request an exemption from a clinical agency's COVID-19 vaccination requirement due to a sincerely held religious belief and/or a valid medical/disability reason. Students are responsible for requesting the exemption and providing the appropriate documentation. In the event a student fails to submit proper documentation by the specified date, the student may be withdrawn from the clinical course and not allowed to progress. Augustana does not have the responsibility or authority to advocate on behalf of a student requesting an exemption. The clinical agency may or may not allow the student to participate in clinical activities. Augustana does not have the authority to override the clinical agency's decisions regarding exemptions.
7. Annual flu immunization is required and documentation must be provided to the nursing department.
8. CPR and ACLS Certification for Healthcare Providers (adult/child/infant) endorsed by the American Heart Association or The American Red Cross. Students must provide the Nursing Program with a copy of their current CPR/ACLS certification and keep this certification current during the duration of the program. Students will need to be ACLS certified prior to beginning clinical practicum courses.

Nursing students have an obligation to inform nursing faculty of any acute or chronic health conditions experienced by students which may affect clinical assignments.

Students who do not meet all requirements and policies related to safety and health will not be allowed to begin clinical courses. Students are responsible for maintaining currency and providing documentation of requirements in order to progress in clinical courses. Medical or religious exemptions will be considered on an individual basis and are determined by clinical agency guidelines. The Nursing Program is required to maintain compliance of standards set forth by clinical practice partners.

Incidents which may result in the injury of a student while providing client care include, but are not limited to needle puncture wounds, accidental falls or injuries while assisting a patient with mobility activities, cuts or abrasions from hospital equipment, and exposure to body fluids. The student shall inform the faculty member in the clinical area immediately following such an occurrence and follow established procedures for dealing with such accidents. The student assumes responsibility for expenses resulting from the need for medical care for such incidents.

Student exposure to infectious diseases (**Appendix F**) is minimized by using appropriate precautions. Should an exposure occur, the student should report the exposure to faculty and report to the appropriate facility for that clinical agency (i.e., employee health, emergency department, etc.). Treatment for the occurrence will be at the student's expense. The [www.cdc.gov](http://www.cdc.gov) website outlines current treatment recommendations for infectious diseases such as HIV, Hep B, COVID-19, etc.

## **LATEX SENSITIVITY / ALLERGY**

Healthcare workers are at a higher risk for developing latex sensitivity or a latex allergy due to frequent exposure to latex-containing products. There are varying degrees of latex allergies, ranging from skin irritation to life threatening anaphylaxis. Dry, itchy, irritated areas on the hands from wearing latex gloves, or exposure to the powders on the gloves, may be symptoms of contact dermatitis rather than a latex allergy. The symptoms of latex allergy include skin rash, hives, flushing, itching, and nasal, eye or sinus symptoms and asthma.

Individuals with a latex sensitivity or allergy are required to disclose this information to the nursing program, along with the type of reaction latex exposure causes (ex. contact dermatitis, anaphylaxis, etc). Allergy information should be listed on the physical exam form and will be reviewed by the Admission Progression Committee.

Students who have a latex allergy or sensitivity need to be aware that there is an increased risk of exposure to products that contain natural rubber latex in the classroom, laboratory, simulation and clinical setting. If one becomes allergic to latex, special precautions should be taken by the individual affected to prevent further exposure to latex. Latex free environments are seldom available in either clinical or academic settings. The Augustana University nursing program purchases latex-safe supplies and equipment whenever possible. There is a reasonable possibility that despite the precautions taken by the Augustana Nursing Faculty to limit the presence of latex in the nursing simulation, laboratory and classroom spaces, there will be some exposure to latex. Students who are enrolled in the nursing program must be prepared to accept that risk. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in supplies, equipment,

models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets
- Simulation mannequins, task trainers, and models
- Band-Aids, tapes, and adhesives
- Donated equipment and supplies

If students develop symptoms of latex allergy, they need to take the following actions:

- Minimize further contact with latex-containing products.
- Notify faculty and/or skills/simulation lab staff so that reasonable accommodations can be made to minimize risk for exposure.
- See their health care provider for follow-up testing, care, recommendations to minimize exposure and development of a treatment plan in the case of a reaction. This care will be at the student's expense.
- A medical clearance letter from the student's health care provider is required for continued participation in the clinical and campus lab experiences.

## **ALCOHOLIC BEVERAGE POLICY**

The possession and use of alcoholic beverages on the premises and at university sponsored functions is prohibited. Students should consult the [Augustana University Student Handbook](#) for additional clarification regarding alcohol-related standards and procedures. Behaviors which suggest the use of alcohol may also result in dismissal from clinical experiences and will result in further disciplinary action.

## **DRUG POLICY**

The University prohibits the use, possession and/or distribution of drugs except when prescribed by a healthcare provider. Students should consult the [Augustana University Student Handbook](#). The use of illegal drugs is expressly forbidden. Detection of drug possession or behaviors suggesting drug use will result in dismissal from the clinical experience and further disciplinary action.

## **LIABILITY INSURANCE**

Students are covered under Augustana University's liability insurance plan. A student may choose to carry additional liability insurance, but this is not required. Augustana insurance does NOT cover student experiences in helicopter transport services.

## REPORTING PENDING CRIMINAL CHARGES

Each student given final acceptance to the Nursing program at Augustana University has a continual obligation to report any criminal felony or misdemeanor (including drug and/or alcohol) charges pending against them.

### Procedure:

- It is required that a written explanation of the pending charges be submitted to the Program Director of the Nursing Program within 72 hours of the incident.
- A decision regarding the student's continued participation in clinical or patient experiences while the charges are pending will be made by the Program Director with faculty input. Class attendance may also be suspended.
- The student is responsible for keeping the Program Director informed as to the outcome of the charges with court documentation required within 72 hours of the judgment.
- The Nursing Admission and Progression Committee will review the case to determine whether the student will be permitted to continue in the program or be dismissed.
- The Nursing Admission and Progression Committee reserves the right to call/convene a Professional Conduct Committee (**Appendix I**) meeting.
- Failure to comply with any aspect of this policy may result in dismissal from the program.

## PROFESSIONAL STANDARDS OF CONDUCT

The Graduate Nursing Student is expected to adhere to the Testing Guidelines, Professional Standards of Conduct (**Appendix G**) and to the Social Media Policy. Violation of these policies raises concerns about accountability and sense of professional responsibility which could affect progression in the program, future evaluations, and letters of reference. Failure to comply with these expectations may result in action on the part of the Professional Conduct Committee (**Appendix I**).

## TESTING GUIDELINES

- Respondus lockdown browser with webcam will be required for exams taken off campus. Instructions for installing will be provided by the course professor.
- Ensure that technology is downloaded prior to the scheduled examination time.
- No communication is permitted between students while taking the exam. Examinees are expected to work independently.
- Food and drink are prohibited during the exam unless it is deemed necessary due to a documented medical condition.
- Scratch paper will be allowed during the exam. The examinee may use scratch paper during the exam. The paper must be shown to the camera at the beginning of and at the completion of the exam. Examinees are not allowed to bring any additional materials with them to use during testing.
- Personal calculators are not allowed.
- Use of cell phones and smart watches are prohibited during the exam.
- Use the restroom prior to the start of the exam.

## **SOCIAL MEDIA POLICY/ELECTRONIC MEDIA POLICY**

Nursing students and faculty have an ethical and legal obligation to maintain privacy and confidentiality at all times.

- Be conscious when mixing personal and professional lives, realizing that privacy does not exist in social media.
- Keep clinical and didactic information confidential.
- Nursing students must be aware of and comply with the clinical agency policies regarding social media in addition to the Augustana Policy.
- Students and faculty must not post any identifiable student, faculty, or patient information.
- Sharing of information (with or without identifiable factors) can be considered a violation of The Family Educational Rights and Privacy Act (FERPA) and/or Health Insurance Portability and Accountability Act (HIPAA) and will have consequences.
- Professional boundaries must be maintained at all times.
- Online contact with patients is considered unprofessional in the nursing profession and personal relationships are discouraged.
- Consider the professional image you would like to portray.
  - Future employers and educational institutions conduct searches on prospective employees including online information and postings. Your postings may influence hiring decisions or acceptance into future academic programs of study.
- Nursing students must not make disparaging remarks about peers, faculty, clinical agencies, patients, patient's family, or staff of a clinical setting (even if they are not identified).
- Be cognizant of how posts may be interpreted by others. What may be humorous to some may be offensive to others. It is unprofessional to use ethnic slurs, personal insults, obscenities, pornographic images, and objectionable or inflammatory remarks.
- Do not interact with the patient, patient's family members, or others involved in patient's decision making on social media.
- Do not interact with nursing faculty while in the nursing program on social media.
- If a student is unsure if it is appropriate, do not post it.

## **REPORTING INAPPROPRIATE USE OF SOCIAL MEDIA**

- Report any breach of confidentiality or privacy in social media committed by an Augustana nursing student, nurses, or other health care professionals to the faculty or advisor.
- Students and faculty who view content that violates ethical/legal standards are obligated to report this violation. These concerns should be brought to the individual's attention who posted it. This gives the individual the opportunity to take appropriate action.
- Nurses, as a profession, are required to report posts that could threaten patient privacy regarding health information or patient's health or welfare.

### **References:**

A Nurse's Guide to the Use of Social Media White Paper as published by the National Council State Boards of Nursing (2011) may be viewed at [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

## **ACADEMIC DISHONESTY**

Academic dishonesty is defined as any instance in which a student violates the rules of conduct issued by a nursing faculty member related to the taking of examinations and the submitting of written assignments and oral presentations. Plagiarism is defined as the presentation of someone

else's words or ideas without giving credit to the creator. Students should refer to the current [Augustana General Catalog](#) and/or the [Honor Code](#) website for detailed information pertaining to the honor code, rights, responsibilities and procedures.

## HONOR PLEDGE

Prior to exams, students are asked to read and sign the Honor Pledge (as follows):

On my honor, I pledge that I have upheld the Honor Code,  
and that the work I have done on this assignment has been honest,  
and that the work of others in this class has, to the best of my  
knowledge, been honest as well.

The professor is responsible for having a follow-up discussion with any student who does not sign the Honor Pledge for the exam or who brings forward an academic integrity concern. The professor also acknowledges responsibility to further investigate any academic integrity policy complaint and proceed as deemed appropriate.

## STUDENT PERFORMANCE IMPROVEMENT REPORT POLICY

- The Student Performance Improvement Report (**Appendix H**) will be used to document a violation of the attendance policy and/or Professional Conduct (**Appendix G**).
- The Improvement Record can be initiated by any faculty, adjunct faculty, or staff member within the Augustana Nursing Program.
- Documentation of one or more Student Performance Improvement Reports may be cause for dismissal from the Nursing Program.
- Three Student Performance Improvement Reports will automatically result in a referral to the Admission and Progression Committee. Improvement records are cumulative throughout the program.
- The student will be required to meet with the faculty member and/or the Program Director to review the report.
- The student will complete a self-reflection to identify reasons for the violation and a plan to improve performance.
- Any Student Performance Improvement Report will be reviewed by the Program Director.
- Any Student Performance Improvement Report leading to a recommendation of dismissal will be reviewed by the Augustana Nursing Admissions and Progression Committee.
- The Nursing Admission and Progression Committee reserves the right to call/convene a Professional Conduct Committee (**Appendix I**).
- The student will sign the Student Performance Improvement Report to verify understanding.
- The student will receive a copy of the written Student Performance Improvement Report form and a copy will be retained in the student's file.

## ACKNOWLEDGEMENT OF NURSING STUDENT POLICIES

The Graduate Nursing Student will review and acknowledge the policies located in this handbook (**Appendix G & J**). Violation of these policies including the academic dishonesty, professional conduct and social media policies raises concerns about accountability and sense of professional responsibility which could affect progression in the program, future evaluations and letters of reference. Failure to comply with these expectations may result in action on the part of the Professional Conduct Committee (**Appendix I**).

# **APPENDICES**

## APPENDIX A



### Master of Science in Nursing (MSN): Adult-Gerontology Acute Care Nurse Practitioner 46 credit hours

| SUMMER YEAR 1 (June)  | Credit Hours |
|---|--------------|
| • NURS 5110: Advanced Pathophysiology                                   | 3            |
| • NURS 5125: Advancing Scholarship Through EBP and Research             | 3            |
| <b>FALL YEAR 1 (August)</b>   |              |
| • NURS 5115: Theoretical and Ethical Foundations                        | 3            |
| • NURS 5120: Advanced Pharmacotherapeutics                              | 3            |
| <b>INTERIM YEAR 1 (January)</b>   |              |
| • NURS 5130: Health Care Quality and Informatics                        | 2            |
| <b>SPRING YEAR 1 (February)</b>   |              |
| • NURS 5135: Advanced Health Assessment (120 clinical hrs)              | 4            |
| • NURS 5140: Leadership and Health Policy                               | 3            |
| <b>SUMMER YEAR 2 (June)</b>   |              |
| • NURS 5145: Health Promotion for Individuals and Clinical Populations  | 2            |
| • NURS 6211: Diagnosis and Management of Adult-Geriatric Patients I *   | 3            |
| • NURS 6291: ACNP Clinical Practicum I (120 clinical hrs)               | 2            |
| <b>FALL YEAR 2 (August)</b>   |              |
| • NURS 6212: Diagnosis and Management of Adult-Geriatric Patients II *  | 3            |
| • NURS 6261: Capstone Project I   | 1            |
| • NURS 6292: ACNP Practicum II (240 clinical hrs)                       | 4            |
| <b>SPRING Year 2 (January)</b>  |              |
| • NURS 6213: Diagnosis and Management of Adult Geriatric Patients III * | 3            |
| • NURS 6262: Capstone Project II  | 2            |
| • NURS 6293: ACNP Practicum III (300 clinical hrs)                      | 5            |
| <b>VARIABLE (if needed)</b>   |              |
| • ACNP Practicum Elective (1-3 credits)                                 |              |

\* Three, 2-day on campus immersions occur in these courses in June, September, and February.





**Master of Science in Nursing (MSN): Adult-Gerontology Clinical Nurse Specialist**  
**46 credit hours**

| <b>SUMMER YEAR 1 (June)</b>   | <b>Credit Hours</b> |
|---|---------------------|
| • NURS 5110: Advanced Pathophysiology   | 3                   |
| • NURS 5125: Advancing Scholarship Through EBP and Research   | 3                   |
| <b>FALL YEAR 1 (August)</b>   |                     |
| • NURS 5115: Theoretical and Ethical Foundations  | 3                   |
| • NURS 5120: Advanced Pharmacotherapeutics  | 3                   |
| <b>INTERIM YEAR 1 (January)</b>   |                     |
| • NURS 5130: Health Care Quality and Informatics  | 2                   |
| <b>SPRING YEAR 1 (February)</b>   |                     |
| • NURS 5135: Advanced Health Assessment (120 clinical hrs)  | 4                   |
| • NURS 5140: Leadership and Health Policy   | 3                   |
| <b>SUMMER YEAR 2 (June)</b>   |                     |
| • NURS 5145: Health Promotion for Individuals and Clinical Populations  | 2                   |
| • NURS 6211: Diagnosis and Management of Adult-Geriatric Patients I *   | 3                   |
| • NURS 6391: CNS Clinical Practicum I: Patient Direct Care (120 clinical hrs)   | 2                   |
| <b>FALL YEAR 2 (August)</b>   |                     |
| • NURS 6212: Diagnosis and Management of Adult-Geriatric Patients II *  | 3                   |
| • NURS 6261: Capstone Project I   | 1                   |
| • NURS 6392: CNS Clinical Practicum II: Patient Direct Care (180 clinical hrs)  | 3                   |
| • NURS 6395: Essentials of CNS Practice I   | 1                   |
| <b>SPRING YEAR 2 (January)</b>  |                     |
| • NURS 6213: Diagnosis and Management of Adult Geriatric Patients III *   | 3                   |
| • NURS 6262: Capstone Project II  | 2                   |
| • NURS 6393: CNS Clinical Practicum III: Systems, Organizations & Nursing Practice (may defer up to 2 credits to summer) (240 clinical hrs) | 4                   |
| • NURS 6396: Essentials of CNS Practice II  | 1                   |
| <b>VARIABLE (if needed)</b>   |                     |
| • CNS Practicum Elective (1-3 credits)  |                     |

\* Three, 2-day on campus immersions occur in these courses in June, September, and February.



**Post-Graduate Certificate: Adult-Gerontology Acute Care Nurse Practitioner (PGCP)**  
**20 credit hours\***

**\* A gap analysis will need to be completed for each student, so the total number of credit hours required could vary by student**

| <b>SUMMER (June)</b>  | <b>CREDIT HOURS</b> |
|---|---------------------|
| • NURS 6211: Diagnosis and Management of Adult-Geriatric Patients I *   | 3                   |
| • NURS 6291: ACNP Clinical Practicum I (120 clinical hours)             | 2                   |
| <b>FALL (August)</b>  |                     |
| • NURS 6212: Diagnosis and Management of Adult-Geriatric Patients II *  | 3                   |
| • NURS 6292: ACNP Practicum II (240 clinical hours)                     | 4                   |
| <b>SPRING (January)</b>   |                     |
| • NURS 6213: Diagnosis and Management of Adult Geriatric Patients III * | 3                   |
| • NURS 6293: ACNP Practicum III (300 clinical hours)                    | 5                   |
| <b>VARIABLE (if needed)</b>   |                     |
| • ACNP Practicum Elective (1-3 credits)                                 |                     |

\* Three, 2-day on campus immersions occur in these courses in June, September, and February.



**Post-Graduate Certificate: Adult-Gerontology Clinical Nurse Specialist (PGCS)**  
**20 credit hours\***

**\*A gap analysis will need to be completed for each student, so the total number of credit hours required could vary by student**

| <b>SUMMER (June)</b>  | <b>CREDIT HOURS</b> |
|---|---------------------|
| • NURS 6211: Diagnosis and Management of Adult-Geriatric Patients I *   | 3                   |
| • NURS 6391: CNS Clinical Practicum I: Patient Direct Care (120 clinical hrs)   | 2                   |
| <b>FALL (August)</b>  |                     |
| • NURS 6212: Diagnosis and Management of Adult-Geriatric Patients II *  | 3                   |
| • NURS 6392: CNS Clinical Practicum II: Patient Direct Care (180 clinical hrs)  | 3                   |
| • NURS 6395: Essentials of CNS Practice I   | 1                   |
| <b>SPRING (January)</b>   |                     |
| • NURS 6213: Diagnosis and Management of Adult Geriatric Patients III *   | 3                   |
| • NURS 6393: CNS Clinical Practicum III: Systems, Organizations & Nursing Practice (minimum of 2 credits; may defer 2 credits to summer) (240 clinical hrs) | 4                   |
| • NURS 6396: Essentials of CNS Practice II  | 1                   |
| <b>VARIABLE (if needed)</b>   |                     |
| • CNS Practicum Elective (1-3 credits)  |                     |

\* Three, 2-day on campus immersions occur in these courses in June, September, and February.

**AUGUSTANA UNIVERSITY**  
**Nursing Program**

**Statement Addressing Essential Functional Requirements for  
Admission/Progression in the Nursing Program**

The Augustana University Nursing Program prepares students to work as care providers in professional settings. Certain sensory, psychomotor, cognitive, communication and behavioral/social abilities are essential to competently and safely practice nursing. For admission to and progression in the nursing program, a student must meet and maintain satisfactory demonstration of standards in these functional areas.

Augustana University is committed to providing equal opportunities for access to and participation in its programs and services, without regard to sex, sexual orientation, race, color, religion, creed, national origin, ancestry, age, or disability. The University complies with the Americans with Disabilities Act, the Rehabilitation Act, and other applicable laws providing for nondiscrimination against individuals with disabilities. The University will provide reasonable accommodations for students with known disabilities to the extent required by law. Students seeking reasonable accommodations should contact the Director of Student Academic Support Services for more information.

Any applicant or student who believes that he or she cannot meet one or more of the standards without accommodation should notify the nursing program at the earliest possible time. The student should be prepared to present a letter of disability verification. The nursing program, in consultation with the University administration, will determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

**Explanation:**

The Americans with Disabilities Act (ADA) (1993) and the ADA Amendment Act (2008) prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with (a) physical or mental impairment that substantially limits one or more of the major life activities of such an individual; (b) a record of such impairment; or (c) being regarded as having such an impairment.

For the purposes of nursing program compliance, a "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. Thus, students may not be denied admission or progression solely on the standards. The standards are to be used to determine whether accommodations or modifications are necessary for the individual student. The program and/or University must determine whether the accommodations or modifications can be made reasonably as defined by the Americans with Disabilities Act.

Americans with Disabilities Amendment Act (2008).

Amendment of American with Disabilities Act Title II & Title III Regulations (2016).

## Augustana University Nursing Program

### Essential Functional Requirements for Admission and Progression in the Nursing Program

| <u>Functional Areas</u>    | <u>Standards/Expectations</u>   | <u>Some Examples of Necessary Activities<br/>(not all inclusive)</u>   |
|----------------------------|---|--|
| Observation                | <p>Auditory ability sufficient to monitor and assess health needs (with or without reasonable accommodation).</p> <p>Capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. Ability to document observations and maintain accurate records (with or without reasonable accommodation).</p> <p>Tactile ability sufficient for physical assessment.</p> | <p>Hears monitor alarms, emergency signals, auscultatory sounds through a stethoscope, cries for help, soft vocalizations.</p> <p>Observes patient/client responses; reads written orders; observes changes in physical condition such as subtle changes in color; reads print on labels.</p> <p>Performs functions of physical examination, including palpation and percussion.</p> |
| Mobility/<br>Motor Skills  | Gross and fine motor abilities, stamina and strength sufficient to provide safe and effective nursing care. Coordination in motor activities (with or without reasonable accommodation).  | Moves around in patients' rooms, work spaces, and treatment areas; responds quickly in emergency situations; performs CPR; calibrates and uses equipment; accurately measures medications, (e.g. draws up medication in a syringe); positions, transfers, &/or moves adults. Performs diagnostic and therapeutic interventions.  |
| Intelligence/<br>Cognition | Critical thinking ability sufficient for clinical judgment and problem solving.   | Identifies cause-effect relationships in clinical situations; analyzes, synthesizes, and prioritizes data; develops appropriate plan of care. Makes informed decisions.  |
| Communication              | Verbal and nonverbal communication abilities sufficient for interaction with others in verbal and written form in English.  | Explains procedures, initiates health teaching; documents assessments, intervention, and client responses. Engages in appropriate interprofessional dialogue.  |

**AUGUSTANA UNIVERSITY NURSING PROGRAM  
PHYSICAL EXAM FORM**

This form is to be completed by a physician, nurse practitioner or physician's assistant within one year of starting the nursing clinical courses.

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

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

**DIAGNOSES/HEALTH CONDITIONS:**

| Diagnosis/Condition | Treatment Plan |
|---------------------|----------------|
|                     |                |
|                     |                |

**CURRENT MEDICATIONS** (Prescription, OTC, herbal):

| Medication | Dose, Route, Frequency | Reason |
|------------|------------------------|--------|
|            |                        |        |
|            |                        |        |

**ALLERGIES** (Medication, Food, Environmental, Other):

| Allergen | Reaction |
|----------|----------|
|          |          |
|          |          |

**PHYSICAL EXAMINATION**

Height (without shoes): \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Pulse: \_\_\_\_\_

| PHYSICAL EXAMINATION<br>(Please place a checkmark in the appropriate column) | Normal | Abnormal | Comments/Recommendations |
|--|--------|----------|--------------------------|
| Head   |        |          |                          |
| Eyes R-20/____, L-20/____ Correction   |        |          |                          |
| Ears   |        |          |                          |
| Nose and Sinuses   |        |          |                          |
| Mouth/Teeth ( ) Fillings, ( ) Dentures                                       |        |          |                          |
| Throat   |        |          |                          |
| Neck/Thyroid   |        |          |                          |
| Lungs  |        |          |                          |
| Cardiovascular   |        |          |                          |
| Abdomen  |        |          |                          |
| Back/Spine   |        |          |                          |
| Extremities  |        |          |                          |
| Skin   |        |          |                          |
| Neurologic   |        |          |                          |
| Psychiatric (Behavior, Mood, Affect)   |        |          |                          |


**CLEARANCE TO PARTICIPATE IN CLINICAL ROTATIONS:**

- ☐ Cleared to participate in clinical rotations without restriction
- ☐ Cleared to participate in clinical rotations without restriction with recommendations for further evaluation or treatment of the following: \_\_\_\_\_
- ☐ Not cleared for clinical rotations:
- ☐ Pending further evaluation for: \_\_\_\_\_
- ☐ Recommendations: \_\_\_\_\_

Signature of Health Professional Providing this Evaluation & Documentation: \_\_\_\_\_

Clinic Name & Address: \_\_\_\_\_

\_\_\_\_\_

|   |   |
|---|---|
|   |   |
| <b>Augustana University Nursing Program<br/>Required Immunization Form</b>  | <b>STUDENT NAME:</b> _____<br><b>DATE OF BIRTH:</b> _____   |
| This form consists of required immunizations and must be completed and verified by a healthcare provider (Physician, PA, NP, Nurse). Please take note of additional official documentation that may be required for some vaccines below.  |   |
| <b>A. MMR (Measles, Mumps, Rubella) Vaccine:</b><br><u>Two doses required</u><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">1. ____/____/____</div> <div style="border: 1px solid black; padding: 2px;">2. ____/____/____</div>  | <b>B. Tdap (Tetanus, Diphtheria, Adult Pertussis):</b><br><u>One adult Tdap required</u><br><div style="border: 1px solid black; padding: 2px; margin-top: 10px;">1. ____/____/____</div>   |
| <b>C. Varicella (Chicken Pox)</b><br><u>Positive Titer or two doses of vaccine are required</u><br><u>Vaccine Dates</u><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">1. ____/____/____</div> <div style="border: 1px solid black; padding: 2px;">2. ____/____/____</div>  | <b>OR Documentation of Positive Varicella Titer:</b><br><u>Attach a copy of the titer report – if titer is negative, varicella vaccine required</u><br><div style="border: 1px solid black; padding: 2px; margin-top: 10px;">1. ____/____/____</div>  |
| <b>D. Hepatitis B Vaccine:</b><br><u>Three doses and positive titer required</u><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">1. ____/____/____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">2. ____/____/____ (1 month after 1<sup>st</sup> dose)</div> <div style="border: 1px solid black; padding: 2px;">3. ____/____/____ (6 months after 1<sup>st</sup> dose)</div>  | <b>AND Hepatitis B Titer – attach copy of titer report</b><br><div style="border: 1px solid black; padding: 2px; margin-top: 10px;">         1. ____/____/____<br/>         Positive/Reactive _____<br/>         Negative/Nonreactive* ____ (booster/repeat series)<br/>         *If titer is negative student must receive a booster/repeat series. Date of booster: ____/____/____       </div> |
| <b>E. COVID Vaccination:</b> Require two doses of Pfizer or Moderna or one dose of Janssen Vaccine.<br><u>Attach a copy of your vaccination card or your electronic medical record showing your name, date of birth and date(s) of vaccination.</u>   |   |
| <b>F. Tuberculosis: Skin Test – PPD (Mantoux) or Blood Test– **TB Test must be updated annually</b><br><input type="checkbox"/> Two-Step TB Skin Test; recommended 1-3 weeks apart. <i>*If students have drawn TB annually, may supply last year's reading as step 1 and the current year's reading as step 2.</i><br>Step 1 (Date placed) ____/____/____ - Date read ____/____/____ Results: _____ mm<br>Step 2 (Date placed) ____/____/____ - Date read ____/____/____ Results: _____ mm<br><b>OR</b><br><input type="checkbox"/> Tuberculosis Blood Test: Date ____/____/____ Positive _____ Negative _____<br><i>Attach copy of report</i><br><input type="checkbox"/> History of Positive TB Skin Test: Date: ____/____/____<br><i>Documentation of chest x-ray &amp; treatment required</i> |   |
| <b>G. Influenza vaccine:</b> <u>Required annually by October 31<sup>st</sup> each year (documentation will be requested at a later date)</u>  |   |
| <b>Provider Signature:</b> _____  | <b>Date:</b> ____/____/____   |
| <b>Print Provider Name:</b> _____   | <b>Hospital/Clinic:</b> _____   |

**AUGUSTANA UNIVERSITY NURSING PROGRAM  
DOCUMENTATION OF BODY SUBSTANCE EXPOSURE**

Date \_\_\_\_\_

Name of Individual Exposed \_\_\_\_\_

Location of Exposure \_\_\_\_\_

Date of Exposure \_\_\_\_\_

Description of the occurrence:

Immediately following exposure, was the wound or exposed skin thoroughly cleansed with soap and water or mucous membranes flushed with water? Yes \_\_\_\_ No \_\_\_\_

The exposure was reported to the clinical preceptor on the day of the clinical experience. Yes \_\_\_\_ No \_\_\_\_

The incident was reported to Employee Health or Infection Control in the agency where the exposure occurred. Yes \_\_\_\_ No \_\_\_\_

To whom was the incident reported? \_\_\_\_\_

The student was seen by a health professional in Employee Health Service, the Emergency Department, or Primary Care Provider Yes \_\_\_\_ No \_\_\_\_

Where was the student seen? \_\_\_\_\_

By whom? \_\_\_\_\_

Date on which source testing was ordered \_\_\_\_\_

Date and results of source testing \_\_\_\_\_

Date student was informed of source testing results \_\_\_\_\_

Procedure for HIV and HBV testing and post-exposure management was followed. Describe below.

Student signature \_\_\_\_\_

Faculty signature \_\_\_\_\_



### Augustana University Nursing Program Professional Standards of Conduct

As a member of a profession, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic and client care information, and the demonstration of respect for the psychological welfare of others.

Professionals are held to a higher standard of conduct than the general population. Students enrolled in the Augustana Nursing Program are ambassadors of Augustana University and Augustana Nursing. As members of the profession of nursing, the student must demonstrate behaviors consistent with the ANA Code of Ethics and Standards of Professional Nursing Practice in all areas of their personal, professional, and academic life.

**Professional conduct expected of students is evidenced in behaviors which represent:**

1. ethical conduct.
2. integrity and honesty.
3. respect for oneself, others and the rights of privacy and confidentiality.
4. appearance and communication consistent with a clinical professional.
5. respectful behavior in interpersonal relationships with peers, superiors, clients, and their families.
6. punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty

**Unprofessional conduct including cheating, plagiarism and/or falsifying documents is defined as follows:**

1. Cheating is defined as actions including but not limited to:
  - a. Copying from another student's exam.
  - b. Collaborating with other students/individuals when taking an assessment.
  - c. Submission of the same work for credit in more than one course, without obtaining permission from faculty beforehand.
  - d. Any action that gives unfair advantage to one student over others.
2. Plagiarism is defined as, but not limited to, the inclusion of someone else's words, ideas, or data as one's own work, including:
  - a. Borrowing facts, statistics, illustrations, or other materials that are not clearly common knowledge without acknowledgement of the source.
  - b. Collaboration on, or sharing of, an assignment in any form (written or computer file) that is then submitted as individual work.
3. Falsifying documents includes but is not limited to being untruthful in reporting clinical hours, patient logs or submitting documentation that is not the students' original work.

I understand electronic devices of any kind are not allowed during exams, exam review or clinical.

I agree to keep all information, including names, conditions, and other references to clinical facility client's identities strictly confidential. In addition, I agree to treat all client information that I witness, as a result of my clinical experiences, lectures, conferences, etc., with the same confidentiality. I agree to not disclose such information to anyone other than those involved in that person's care.

I have read and understand the professional standards of conduct. I understand that I must comply with the professional standards of conduct as a student of Augustana Nursing.

I have been provided with the Augustana Nursing Graduate Student Handbook and understand that I, as an Augustana Nursing student, must comply with these policies. Violations of professional conduct may result in dismissal from the Augustana Nursing Program.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

**Augustana University  
Nursing Program  
Student Performance Improvement Report**

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

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

☐

Classroom

☐Clinical (Lab, Simulation  
and clinical hours)☐

Professional Conduct

\*Documentation of one or more Student Performance Improvement Reports may be cause for dismissal from the Nursing Program.

**Documentation:**

\*The student will write a self-reflection to identify reasons for the violation and a plan to improve performance for discussion during this meeting. A copy of the self-reflection will be attached to this Improvement Report.

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

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

Faculty Signature: \_\_\_\_\_

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

Program Director Signature: \_\_\_\_\_

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

### Professional Conduct Committee

The Professional Conduct Committee makes every effort to provide a fair and just review of the nursing student's status and progression. Committee meetings (reviews) are conducted in such a manner as to not be unduly restricted by overly formal or structured rules of procedure. The student shall be informed of the reasons for the meeting with sufficient information and sufficient time to ensure opportunity to prepare.

The proceedings of the meeting (review) are private. While the content of the meeting is private, parties have discretion to share their own experiences. If at any time during the meeting (review) invited attendees are disruptive of the proceedings the chairperson may exclude such persons from the meeting room. In those cases, the chairperson may direct that the meeting (review) be recessed and reconvened in closed session.

#### Membership:

1. Program Director – will convene the meeting and is a non-voter
2. A representative from the Provost's Office will serve as a non-voting member and is present to assure that the rights and responsibilities of the student and due process are upheld
3. At least four members of the nursing faculty will serve as voting members. Two of the faculty must teach at the graduate level.
4. Dean of Students will be a voting member
5. Nursing Program Manager shall attend and capture the minutes and is a non-voter

#### Functions

1. Review complex student progression issues referred by any faculty and/or the Admission/Progression Committee
2. Issues may include progression in the program due to a Student Performance Improvement Report (SPIR), academic/grades, behavior, functional ability to continue in the program, HIPAA or ethics violation, and other issues deemed essential to the profession
3. Make a decision about the student's continuance in the program

#### Procedure

1. A student has the right to be heard by the Committee
2. A student has the right to be accompanied by one advisor. The advisor's role in the meeting (review) is to personally advise the student and is a non-voting member. The advisor may not conduct or direct cross-examination, ask questions, or make presentations or comments to the student or committee.
3. If the issue relates to a specific course, the faculty member associated with the course has the right to be heard by the Committee.
4. Upon completion of the presentation of the issue and the student's comments, the student is dismissed from the proceedings.
5. The deliberations and decisions of this committee on behalf of the Nursing Program are final.
6. The student will receive formal written documentation of the decision.

**Augustana University Nursing Program  
Agreement to Graduate Program Policies**

I, (print name) \_\_\_\_\_, the undersigned graduate student, in consideration of being enrolled in the Nursing Program at Augustana University, hereby understand and agree as follows:

1. I agree that I will adhere to the Augustana Nursing Program Graduate Student Handbook Policies and Procedures.
2. I understand that I will not be reimbursed for services rendered during my assigned clinical courses. Students in clinical experiences are responsible for their own travel to clinical sites. Evening and weekend clinical experiences may be required.
3. I understand that I am required to have health and liability insurance coverage for the duration of my program of study in order to participate in all clinical experiences. I understand that I am not covered by any clinical institution or agency or by Augustana University and that I am responsible for all of my own medical expenses whether due to illness or injury.
4. I understand that the Augustana Nursing Program and/or the clinical institution or agency retains the right to require the removal from and/or deny access to its facilities to me in the event my professional or social conduct is disruptive, disreputable, or otherwise destructive of the established practices of the clinical agency or its standing in the community.
5. I understand that I must maintain current healthcare BLS (adult/child/infant) certification and ACLS certification by the AHA or Red Cross while enrolled in clinical courses.
6. I have submitted proof of required background check, drug screen, immunizations (a list of required immunizations can be obtained from the Nursing Program) and proof of a physical examination to the Nursing Program prior to participating in clinical nursing courses. Each academic year, I must provide documentation of the Influenza immunization and TB test.
7. I understand and authorize the Augustana Nursing Program to release proof of above requirements to a clinical institution or agency if required by the clinical institution or agency.
8. I understand that during my enrollment in the Nursing Program at Augustana University I must disclose any pending legal charges/investigation against me to the Nursing Program Director within 72 hours after I become aware of, or a reasonable person would become aware of, the charges/investigation.
9. I understand that during my enrollment in the Nursing Program at Augustana University I must report in writing to the Nursing Program any condition/issue that may impact my ability to provide safe medical care.
10. I understand and authorize Augustana Nursing Program to release any directory information, such as, but not limited to, name, telephone number, email address for the purpose of the clinical institution or agency's electronic resource access.

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(Print Name)

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(Student Signature)

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(Date)

### Augustana University Nursing Program Simulation & Audiovisual Agreement

The Augustana University Nursing classrooms, labs and simulation spaces provide the opportunity for learners to practice direct interactions and clinical interventions using patient simulators. Scenarios are created as a safe place for learners and faculty to explore multiple components of realistic patient care through actual participation.

#### Confidentiality

- All clinical cases, scenarios, educational methods and material of the Augustana University Nursing Program shall be considered confidential. By signing below, I agree to maintain strict confidence regarding all educational materials and methods.
- Simulation scenario information is confidential and any inappropriate viewing, discussion or disclosure of this information is a violation of Augustana University Honor Code policy. By signing below I agree not to reveal any simulated scenario information.
- Simulation provides the opportunity to work with and observe patients, peers and faculty. By signing below I agree to maintain strict confidentiality about the team member actions and performance, debriefing discussions, and faculty feedback.

#### Audiovisual Recording

- I am hereby informed that there is audiovisual recording throughout the Augustana University Nursing Program. By signing below I consent to audio and visual recording at any or all times while in the classrooms, labs, or simulation center.
- I understand that recordings containing my image may be used as part of the educational mission of the Augustana University Nursing Program.
- I understand that I will not be specifically identified, except as part of my own educational experience, without my written permission.
- I understand that recordings containing my image will not be used for commercial purposes without my written permission.
- I understand that it is the policy of the Augustana University Nursing Program to destroy recordings of individuals who are no longer students at Augustana University within 5 years of program completion.

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☐ I have read all of the above and agree to the terms of the confidentiality and audiovisual recording of the Augustana University Nursing Program.

#### Release Authorization

- I hereby grant the Augustana University Nursing Program the non-exclusive rights and license to make, edit and use images and/or audio for publicity, news, or advertising - to include print, video, broadcast media, social media, and the internet.
- I release the Augustana University Nursing Program from any and all claims of payment for performance rights, residuals or damages for libel, slander, invasion of privacy, or any claim based on the use of said material.

☐ I have read all of the above and agree to the terms of the Release Authorization of the Augustana University Nursing Program.

Student Name (Printed): \_\_\_\_\_

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