



**APPALACHIAN STATE UNIVERSITY**  
**GRADUATE NURSING PROGRAM**  
**STUDENT HANDBOOK**

**2023 – 2024**

## **GRADUATE NURSING PROGRAM**

**Master of Science in Nursing  
Concentration: Nursing Education**

**Graduate Certificate in Nursing Education**

### **Physical Location**

Department of Nursing  
Leon Levine Hall of the Beaver College of Health Sciences  
1179 State Farm Road Boone, NC

### **Simulation Lab**

Leon Levine Hall of the Beaver College of Health Sciences  
1179 State Farm Road Boone, NC

### **Mailing Address /Contact Information**

Department of Nursing ASU Box 32151  
Boone, NC 28608-2151  
Phone: (828) 262-8039  
Fax: (828)262-8066  
[nursing.appstate.edu](http://nursing.appstate.edu)

### **App State Online**

Phone: 828-262-3113  
Toll-Free: 800-355-4084  
Fax: 828-265-8673  
Email: [online@appstate.edu](mailto:online@appstate.edu)

**Faculty Offices are located in Leon Levine Hall of the Beaver College of Health Sciences  
1179 State Farm Road, Boone, North Carolina**

Appalachian State University's Department of Nursing supports the mission of the University and the Beaver College of Health Sciences which includes excellence in teaching/learning, the fostering of scholarship and service to the community, the development of students to lead purposeful lives as engaged global citizens who understand their responsibilities in creating a sustainable future for all. The complete text of these statements is included in the Appalachian State University Graduate Bulletin, 2022- 2023.

The Department of Nursing does not discriminate on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information, or sexual orientation in either the selection of Students or as to any aspect of the education provided in this program.

Revised: 01/2023

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**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**FORWARD**

Welcome to the Appalachian State University Department of Nursing. This handbook contains the most essential and commonly used policies of the University, as well as specific nursing program policies. Please note that the Handbook is subject to change at any time in the sole discretion of the University as the program grows and policies are refined. As you begin your nursing education at Appalachian State University (hereinafter “App State” or “University”), remember that you are the nursing leaders of tomorrow. Take pride in Appalachian State University and in the education that will advance your career in nursing.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**VISION STATEMENT, MISSION, VALUES, AND PHILOSOPHY**

**VISION:**

To be regionally (nationally) recognized as a higher education organization that is innovative, inquiry-based and inclusive. Our focus is on the healthcare needs of society and. of underserved populations.

**MISSION:**

The mission of the Department of Nursing at Appalachian State University is to prepare nurse leaders and providers advancing the nursing profession through education, scholarship and practice in service to the community.

**VALUES:**

- Leadership - Inspire, influence, shape
- Integrity - Authentic, trusted, credible
- Diversity - Variability, inclusivity
- Excellence - Distinctive, notable
- Innovation - Creative, visionary, agile

Adopted April 4, 2007; Revised October 2008; Revised February 2009; Revised January 2013; Reviewed January 2014; Revised April 2016; Revised August 2018; Reviewed June 2020; Reviewed 8/2021; Reviewed 04/2022; Mission, Vision revised August 22; Values revised 01/23

**PHILOSOPHY:**

- A strong educational foundation is the basis (grounding) for excellence in nursing scholarship, teaching practices, clinical work, and community engagement.
- Nursing education is a lifelong process that encompasses degree programs, professional development, and reflective practices toward continued growth and resilience.
- Excellence in nursing science and care advancing the health and well-being of all people, our communities, our state, the region, and beyond.
- Nursing practice is based in compassion, respect, and value for the dignity and unique attributes of all people.

Revised January, 2013 Reviewed January, 2014, Revised April 2020, Reviewed 8/2021; Reviewed 04/2022; Revised 01/2023

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

## **GOALS**

The goals of the MSN program are to:

1. Provide nurse educators with a foundation in relevant theories, methodologies, knowledge and skills.
2. Prepare nurse educators with skills to utilize scientific inquiry related to safe, evidence-based, quality nursing care.
3. Educate nurses to employ effective communication strategies and technologies as a leader in collaboration with the interdisciplinary healthcare team.
4. Develop nurse educators for leadership roles in teaching diverse audiences.

## **PROGRAM OUTCOMES**

The following educational outcomes are based on the mission, vision, philosophy and goals of Appalachian State University's Department of Nursing.

At the completion of the program, the MSN graduate will:

1. Integrate evidence-based, person-centered practices into educational offerings for individuals and groups in academic, patient care and staff development settings.
2. Develop a distinct nursing perspective through scientific inquiry, reflection, and ethical practices.
3. Integrate nursing, caring, related sciences and humanities required for solving practice problems as an educator, practitioner or nursing leader in a variety of practice environments.
4. Apply information, communication and emerging technologies and teaching-learning principles in collaboration with the inter professional patient care team for the improvement of health outcomes and disease management.
5. Apply professional regulatory and accreditation standards including health care policies impacting professional nursing practice and health care quality and safety.
6. Design, implement, and evaluate educational offerings for individuals and groups that promote desired learner/patient outcomes.
7. Model respect for diversity, equity and inclusion in delivering appropriate educational offerings to individuals, families, communities, and special populations.
8. Demonstrate advocacy related to rural health and other emergent issues impacting nursing care provision including education, practice and administration.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**MSN ADMISSION AND DEGREE REQUIREMENTS**

The Master of Science in Nursing (MSN)

1. Admissions requirements for the program

- Minimum admission requirements for graduate study as established by the University
- A Bachelor of Science in Nursing (BSN) degree with an upper division nursing major from a program accredited by the Accreditation Commission for Education in Nursing (ACEN), the National League for Nursing Commission for Nursing Education Accreditation (CNEA), or the Commission on Collegiate Nursing Education (CCNE). Or a student who is a graduate of an accredited associate degree nursing program or diploma nursing program with a baccalaureate degree in another field is also admissible.
- Current, unrestricted RN license in North Carolina or a state participating in the Nurse Licensure Compact (NLC) with North Carolina.
- Undergraduate grade point average of 3.0 on a 4.0 scale
- Bachelor's or post-Bachelor's course work must include satisfactory completion (grade of C or higher) of a course in descriptive and inferential statistics (basic biostatistics).
- Bachelor's or post-Bachelor's course work must include satisfactory completion (grade of C or higher) of a course in research.
- Satisfactory performance on the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) within the past five years.
  - An applicant is eligible for waiver of the GRE or MAT for admission in the program if an applicants' GPA from a Bachelor of Science in Nursing program is 3.0 or greater; OR if the average of the applicant's GPAs from an Associate Degree program or a Diploma program and a RN to BSN degree program equals 3.5 or greater.
- Completion of application for graduate study and supplemental forms for the Master of Science in Nursing Program.
- Applicants must have at least one year of nursing experience before matriculation.
- Complete graduate application and non-refundable application fee.
- Official transcripts of all previous college-level academic work.
- Three letters of reference (academic or professional).
- A current resume including career goals and a statement of the applicant's philosophy of nursing.

Acceptance to the University and the Beaver College of Health Sciences, completion of preliminary course work, GPA, and standardized test scores do not guarantee admission to the MSN program. Admission of students is a competitive process. Not all applicants who meet the requirements can be accommodated; therefore, applicants whose credentials present the best qualifications for those meeting the requirements will be selected.

2. Degree requirements

- Total hours required: The Master of Science in Nursing (MSN) program consists of 39 credit hours. No minor, and no general education courses are required.
- Other requirements:
  - A thesis or scholarly project will be required; Students can elect a non-thesis option, in which case they will conduct a scholarly project.
  - A minimum average of 3.0 is required and no more than 3 grades at the C level (C or C-) are allowed.

3. Amount of [transfer credit accepted](#): Up to 9 semester hours may be accepted as transfer credit upon approval from the nursing faculty. Transfer credits are subject to the 7-year time limit requirement at the time of graduation.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**COURSES OF INSTRUCTION IN NURSING: MSN CURRICULUM**

**NUR 5040 Theories for Advanced Nursing Practice (3 sh)**

This course is designed to provide students with the necessary knowledge and skills to integrate theories from behavioral, social, applied, and nursing science to both individual patients for whom they directly care and to those individuals for whom they are indirectly responsible. Holistic concepts of human beings, health (emphasizing global and rural health), nursing, and environment provide the foundation for comparing nursing theories. Exploration of theoretical frameworks relevant to nursing provides student knowledge to develop specific care concepts pertinent to cultural diversity, health promotion, and comprehensive practice. Special emphasis is on the integration and application of theory into advanced nursing practice.

**NUR 5050 Educational Theories for Nursing Academic and Practice Settings (3 sh)**

This course explores foundational knowledge required for the integration of educational theories for the nursing profession. Major research-based theories of adult learning, health communication, health literacy, simulation and technology, and knowledge development in nursing will be investigated. Students will assess the implications of these theories in academe and practice settings.

**NUR 5070 Contemporary Issues in Nursing (3 sh)**

This course enables students to analyze contemporary issues in nursing; including concepts related to quality improvement, patient safety, global health, rural health, healthcare policy, organization, technology in nursing, and financing, the global healthcare environment and perspectives, informatics, health disparities, and interprofessional practice. An emphasis will be placed on a systematic approach to the economic, legal and political factors that influence health care.

**NUR 5150 Advanced Health Assessment for Adults (3 sh)**

This course prepares the student to perform advanced health assessment of adults building on the student's basic knowledge and skill acquired in undergraduate coursework. Emphasis is placed on the following: analysis of assessment findings to determine leading health needs for well individuals and those with health variances, health risk factor analysis, interprofessional collaboration, health promotion, health literacy, global health, rural health, and clinical decision making. Proficiency in performing a culturally sensitive, holistic, comprehensive health assessment and physical examination is expected upon course completion.

**NUR 5200 Advanced Pathophysiology (3 sh)**

This course builds upon the students' preparation of biological and physical sciences in the management of health promotion and wellness, disease prevention, and disease management of culturally diverse individuals. Emphasis is placed upon physiology and pathophysiological concepts in an effort to strengthen students' scientific background and facilitate understanding of nursing and the etiology of physiological disruptions. Upon successful completion of this course the student will integrate broad, organizational, patient-centered and culturally competent concepts to pathophysiological understanding in the safe delivery, management, and evaluation of evidenced-based nursing clinical prevention and population care and services to individuals and their families.

**NUR 5250 Nursing Research for Evidence-based Practice (3 sh)**

This course is designed to provide students with the necessary knowledge and skills to bring evidence-based practice to both individual patients for whom they directly care and to those individuals for whom they are indirectly responsible. Those skills include knowledge acquisition and dissemination, working in groups, and the application and utilization of research related to global and rural health problems and advanced practice nursing.

**NUR: 5715 Instructional Strategies for Nursing and Informatics (3 sh)**

This course builds on the educational theories by developing classroom and clinical instructional strategies. Advanced technological knowledge and skills such as use of simulation are emphasized to enhance student learning in numerous settings. The course will include examination of a variety of instructional strategies for creating positive learning environments and evaluating pedagogical strategies. Emphasis is placed on the development and use of creative, interactive strategies and technology supported strategies that challenge and engage the learner

**NUR 5800 Advanced Pharmacology for Nursing (3 sh)**

This course presents advanced pharmacological concepts as a foundation for theory and practicum courses. Related concepts of critical thinking, evidence-based practice, health literacy, rural and global health, interdisciplinary communication, legal and ethical parameters of practice, and care integration are applied through case study analysis, in-class discussions, and written assignments.

**NUR 5810 Educational Tests and Measurement in Nursing (3 sh)**

This course is designed to provide nurse educators with the necessary knowledge and skills to measure and evaluate learning outcomes in a variety of settings. Audiences may include nursing students, patients, or other nursing personnel. The concepts of testing, measurement, and evaluation are studied from a nursing perspective. Social, ethical, and legal issues associated with testing and measurement are explored along with continuous quality improvement for program evaluation.

**NUR 5820 Nursing Program Development and Evaluation (3 sh)**

This course is designed to introduce the student to the ongoing process of development and evaluation of nursing curricula. The teaching, learning, and evaluation processes are examined from the standpoint of education and nursing research and the effect on various curriculum patterns with emphasis placed on the context-relevant curriculum. The course provides opportunity for examination of factors that influence curriculum development, implementation, and evaluation, as well as consideration of the integration of rural and global health concepts and use of technological strategies.

**NUR 5900 Nursing Education Practicum (1-3 sh) Clinical hours: 120**

This course provides nurse educators with 120 hours of practical experiences in a teaching role. Students, under the guidance of a mentor/preceptor, design educational offerings based on identified learning outcomes. Best practices regarding instruction and evaluation for culturally diverse audiences are examined.

**NUR 5901 Advanced Clinical Practicum (3 sh) Clinical hours: 90**

This course represents a clinical learning experience with a preceptor in which the learner will have the opportunity to synthesize and integrate didactic learning, promote innovative thinking, and test new potential solutions to clinical /practice or system issues. The learner will also have opportunity to master patient care delivery skills as well as system assessment and intervention skills which require an understanding of organizational dynamics. Students will focus on a population of interest and a specific role. The course has both an adult health component and a health promotion component. Clinical conferences will be conducted online using discussion forums.

**NUR 5600. Research Project (1 sh + 1 sh + 1 sh).**

Implementation of an approved research proposal: collection and analysis of data, preparation of report and presentation of the project. May be repeated for a total of 4 credit hours.

**NUR 5999 Thesis 3 Semester Hours (1 sh + 1 sh +1 sh)**

This course involves the identification of a problem or knowledge gap in the area of nursing education and the independent pursuit and completion of research to address the problem. Students will utilize the research process to identify the problem, search the literature, develop a methodology, frame the work with existing theory, and conduct the research. Ethical standards will be observed and results linked to application in the profession. The thesis should define original and new knowledge, and may be qualitative, quantitative, or historical in nature. The three semester hours for the course are divided into 1 SH segments completed in each of the final three semesters in the program.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**GRADUATE CERTIFICATE IN NURSING EDUCATION**

The Graduate Certificate in Nursing Education prepares registered nurses for roles in nursing education, staff development and/or patient education. This program is an online distance education program focusing on nursing education. The program requires 12 credit hours and can be completed in two semesters of part-time study.

The Nursing Graduate Certificate course meets the teaching and learning requirement for nurse faculty as required by the North Carolina Board of Nursing (NC Administrative Code Rules 21 NCAC 36 .0318(e)). The certificate can be applied toward credit for the MSN degree.

Prospective students should apply through the [Cratis D. Williams School of Graduate Studies](#).

Additional information is also available at [App State Online](#).

**Eligibility and application requirements**

Eligibility:

- **Meet Graduate School admission criteria**
- Current, unrestricted RN license in North Carolina or state participating in the Nurse Licensure Compact (NLC) with North Carolina
- Applicants must hold a bachelor's degree from an accredited college or university

Application requirements:

- Completed [online application to graduate school](#)
- Application fee
- Transcript from each college or university attended (other than Appalachian)
- Curriculum vita or resume

Amount of [transfer credit accepted](#): the maximum number of hours of transfer credit allowed is 25% of the number of hours required for certificate seeking students.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**COURSES OF INSTRUCTION IN NURSING:  
GRADUATE CERTIFICATE IN NURSING EDUCATION**

**NUR 5050 (\*) Educational Theories for Nursing Academic and Practice Settings (3 sh)**

This course explores foundational knowledge required for the integration of educational theories for the nursing profession. Major research-based theories of adult learning, health communication, health literacy, simulation and technology, and knowledge development in nursing will be investigated. Students will assess the implications of these theories in academe and practice settings.

**NUR: 5715 Instructional Strategies for Nursing and Informatics (3 sh)**

This course builds on the educational theories by developing classroom and clinical instructional strategies. Advanced technological knowledge and skills such as use of simulation are emphasized to enhance student learning in numerous settings. The course will include examination of a variety of instructional strategies for creating positive learning environments and evaluating pedagogical strategies. Emphasis is placed on the development and use of creative, interactive strategies and technology supported strategies that challenge and engage the learner

**NUR 5810 Educational Tests and Measurement in Nursing (3 sh)**

This course is designed to provide nurse educators with the necessary knowledge and skills to measure and evaluate learning outcomes in a variety of settings. Audiences may include nursing students, patients, or other nursing personnel. The concepts of testing, measurement, and evaluation are studied from a nursing perspective. Social, ethical, and legal issues associated with testing and measurement are explored along with continuous quality improvement for program evaluation.

**NUR 5820 Nursing Program Development and Evaluation (3 sh)**

This course is designed to introduce the student to the ongoing process of development and evaluation of nursing curricula. The teaching, learning, and evaluation processes are examined from the standpoint of education and nursing research and the effect on various curriculum patterns with emphasis placed on the context-relevant curriculum. The course provides opportunity for examination of factors that influence curriculum development, implementation, and evaluation, as well as consideration of the integration of rural and global health concepts and use of technological strategies.

**NUR 5900 (\*) Nursing Education Practicum (1-3 sh) Clinical hours: 120**

This course provides nurse educators with 120 hours of practical experiences in a teaching role. Students, under the guidance of a mentor/preceptor, design educational offerings based on identified learning outcomes. Best practices regarding instruction and evaluation for culturally diverse audiences

(\*) Required

**Appalachian State University  
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**GRADUATE NURSING PROGRAM GRADING POLICIES**

**Grading Policy**

**Nursing Program Grading Scale**

The particular requirements used in each course for evaluating performance and generation of the course grade are determined by the course instructor. The following grading scale is utilized for all didactic nursing courses. Grades are not rounded in the Nursing Department. The Graduate Bulletin contains additional information on [Grades and GPA](#)

A	95-100
A-	92-94.99
B+	89-91.99
B	86-88.99
B-	83-85.99
C+	80-82.99
C	77-79.99
C-	74-76.99
F	73.99 and lower*

*There are no grades of “D” at the graduate level; any grade of “D” assigned by a faculty member will be changed to an “F.”*

**Appeals/Grading Disputes/Resolutions:**

To comply with policies outlined by the Graduate School, in the MSN program, due process for grade appeals is outlined as follows:

If a student believes that the course grade is unfair or inaccurate, the student should first discuss this with the course faculty member. If the problem cannot be resolved, the student should then discuss the issue with the Chair of The Department of Nursing.

If the issue is still not resolved, the student should refer to the policy and procedure on grade appeals found in the on-line Graduate Student Handbook for Appalachian State University. Guidance regarding appeals can be found in the Graduate Bulletin under [Academic Requirements and Regulations](#).

\*Updated Spring 2023

**Appalachian State University  
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**PROGRESSION IN THE MSN PROGRAM**

**Progression Policy**

In considering progression in the MSN program, progression policies are aligned with the considerations for [suspension](#) or [probation](#) outlined by the Graduate School.

Violations of University policy are handled according to University policy and are outside of the scope of the Department of Nursing.

The MSN program does not prepare nurses for an advanced practice role. Students in the MSN program are licensed registered nurses in the state of North Carolina. As such, the standard for licensure must be maintained throughout the course of the program and students are expected to practice within the outlined scope of practice set forth by the state. The expectation for safe practice, and limitations related to criminal background activity and alcohol/drug use are conditions of licensure. Remediation of these professional practice factors is felt to be beyond the scope of the MSN program of education.

**GPA Policy**

Grades on coursework may not average lower than 3.0 at any time in the program. No student may include more than 3 C-level grades in a program of study. No graduate course with a grade of "F" or "U" will be credited toward the degree.

**Licensure**

Students must maintain an active unrevoked license to progress in the program. Any suspension or revocation of licensure must be reported to the Director of Compliance and Student Support.

**Dismissal policy**

A student will be dismissed from the graduate nursing program for any of the following:

1. A summative grade of “Unsatisfactory” in a nursing course graded S/U.
2. Denial of clinical access by the clinical agency based upon review of a criminal background results, positive drug screen or other outcomes that impact safe nursing practice.
3. A refusal of the student to comply with policies and procedures of the Appalachian State University Department of Nursing and/or the clinical agency.
4. A student engages in unsafe practice.
5. [Conditions of suspension](#) outlined by the Cratis D. Williams School of Graduate Studies.

Students who are dismissed from the program will receive a formal letter of dismissal from the Chair of the Department of Nursing informing them of the dismissal, the reason for dismissal, and their eligibility (if applicable) for readmission to the program.

### **Leave of Absence**

Any graduate student who has been enrolled in the graduate program and does not register for either Fall, Spring, or Summer courses will be classified by the Graduate School as on leave. If a graduate student needs to take a planned leave of absence from the graduate program, the graduate student is responsible for notifying the Director of the MSN Program as soon as possible, prior to the leave. During leave, a graduate student will not have access to any University resources, including libraries and faculty assistance with projects or thesis.

Prior to returning to classes the student must complete the readmission process from the Cratis. D. Williams School of Graduate Studies <https://graduate.appstate.edu/graduate-admissions/apply-graduateschool/readmission-applicant>

### **Readmission After Academic Withdrawal**

The student who is requesting readmission after academic withdrawal, must submit a letter requesting readmission to the MSN Program Director. This letter may be sent by email. This letter should contain the following:

- Request to be readmitted to the MSN program.
- The student's perception of the factors that led to the academic withdrawal.
- An outline of specific plans the student has made to remedy the situation so that if allowed re-admission there would be an improved chance for success.

Prior to returning to classes the student must complete [the readmission process](#) from the University Registrar's office.

The MSN Committee will review the request and will make a recommendation to the Dean of the Graduate School who will in turn make an appeal to the Graduate School. See the Graduate Bulletin for [additional information](#).

### **Graduation Requirements**

- Completion of a minimum of 39 credit hours in the required listed courses within 7 years of admittance to the Program.
- Successful completion, defense, and acceptance of either a Scholarly Project or Thesis by the Project/Thesis Committee and Graduate School.
- Be enrolled as a graduate student in the semester of planned graduation.
- Applied for graduation through the Graduate School the semester of planned graduation.
- Additional [graduation requirements](#) are provided by the Graduate School.

**Appalachian State University  
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**STUDENT ADVISEMENT**

Students accepted into the Master of Science in Nursing program are assigned to a faculty academic advisor. The faculty academic advisor works with a student advisee. Faculty advisors provide guidance regarding academic matters including class registration, progression, and professional goals.

**Student Input into Quality Program Improvement**

The Department of Nursing provides a variety of processes for student input into quality program improvement. Students will have this opportunity through a variety of forums. These forums may include focus groups, committee representation, and individual student evaluations of courses, which contribute to quality programming.

**Appalachian State University  
Beaver College of Health Sciences  
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## **GUIDELINES FOR MASTER'S PROJECT/THESIS**

All Master of Science in Nursing students are required to complete either a master's scholarly project or thesis. These are scholarly products that demonstrate the student's advanced knowledge and competency in nursing education and practice. Successful and timely completion of the program is contingent upon the student's careful and thoughtful identification with faculty of a feasible project or thesis focus.

### **Project Option (NUR 5600): (1+1+1)**

#### **Purpose and Description**

The MSN Project is a scholarly creative product that demonstrates advanced skills in evidence-based practice as it relates to an educational problem/issue in nursing. Appropriate projects will vary based on the identified problem but may include an evidence-based practice project, course development/redesign or development of a continuing education and/or patient education offering. Approval of project will be at the discretion of the Chair of Project Committee.

#### **Registration and Grading**

The project typically is completed over three semesters (1 credit hour per semester) for a total of 3 credit hours. Students continue to register for project credit until the project is successfully completed or until 4 credit hours of NUR 5600 have been earned. Students who do not complete the project in three semesters may register for a total of 4 credit hours of NUR 5600, provided that they graduate within seven calendar years of date of entry. Projects are graded on an SP/UP basis until the project has been successfully completed and received final approval. Please refer to the policy on Progression in the MSN program.

#### **MSN Project Outcomes**

Students will submit a formal written report of the project, a scholarly product such as a publication ready manuscript, a public oral presentation, and/or written or on-line teaching materials.

**Table 1. Examples of Advanced Nursing Projects with Essential Components**

<b>Evidence-Based Practice</b>	<b>Course Development/Redesign</b>	<b>Continuing/Patient Education</b>
Problem/Question	Topic/Course	Topic/Patient Problem
Theoretical Framework	Educational Model/Theory	Educational Model/Theory
Review and Appraise the Literature	Review of Literature	Review of Literature
Develop Practice Recommendations	Develop Course	Develop Module/Program
Evaluation/Evaluation Strategy	Evaluation/Evaluation Strategy	Evaluation/Evaluation Strategy

**Table 2. Project Steps and Forms by Semester**

<b>Semester</b>	<b>Step</b>
First year Fall Semester	<ol style="list-style-type: none"> <li>1. Seek advice from MSN Program Director to identify a suitable topic for project.</li> <li>2. Review MSN student Handbook Project Guidelines for Master's Project/Thesis.</li> </ol>
First year Spring Semester	<ol style="list-style-type: none"> <li>1. Identify project topic addressing a problem in nursing education and submit to MSN Program Director.</li> </ol>
First Year Summer Semester	<ol style="list-style-type: none"> <li>1. Register for Project for Fall Semester (1 credit, NUR 5600)</li> </ol>
Second Year Fall Semester	<ol style="list-style-type: none"> <li>1. Select Project committee members in conjunction with faculty.</li> <li>2. Complete the Scholarly Project Committee Membership Form (filed in Department of Nursing). (see attached documents)</li> <li>3. Write and defend project proposal.</li> <li>4. Submit IRB documents if applicable following proposal defense approval.</li> <li>5. Establish Spring semester meeting dates with project chair and committee for project progress reports.</li> <li>6. Register for Project for Spring Semester (1 credit, NUR 5600).</li> </ol>
Second Year Spring Semester	<ol style="list-style-type: none"> <li>1. Carry out project proposal.</li> <li>2. Establish Summer semester meeting dates with project chair and committee for project progress reports and oral presentation.</li> <li>3. Register for Project for Summer Semester (1 credit, NUR 5600)</li> </ol>
Second Year Summer Semester	<ol style="list-style-type: none"> <li>1. Apply for <a href="#">graduation</a>.</li> <li>2. Project completion with agreed upon deliverables (1. A formal written report of the project; 2. A scholarly product such as a publication ready manuscript; 3. A public oral presentation; and 4. Written or on-line teaching materials).</li> <li>3. Following a successful defense, the chair of the committee is to file a <b>Comprehensive Exam Report (Degree)</b>. This is an online form that can be found on the Graduate School Forms Page.</li> </ol>

**Project Process**

The MSN Project Guidelines are designed to serve as a roadmap to the requirements, procedures, and typical progression for completing the MSN Project. The guidelines provide MSN students with the information needed to understand the MSN Project, from the initial stages of committee formation to completion of the project presentation/ defense.

Students are encouraged to begin discussion with their advisor during their first semester of enrollment. The student selects a scholarly focus and initiates conversation with course faculty and the MSN Program Director to develop the scholarly focus during the first year of coursework. During fall of the second year of coursework, students register for 1 credit hour of NUR 5600 Research Project. Students work with the NUR 5600 course faculty, and the Graduate Program Director to identify a project committee chair. The Chair of the Department of Nursing will approve this working relationship. The student and project committee chair will work together to form a project committee.

The student will work with the project committee to develop a formal proposal for the project. The proposal is presented to the committee and must be approved prior to commencement of the project. The student's defense of the MSN Project Proposal serves as the qualifying examination for the MSN program. The MSN proposal presentation (defense) is intended to determine whether the student is prepared and qualified to begin work on the proposed project. At their discretion, members of the project committee may ask fundamental and developmental questions covering the first year of MSN coursework.

Students will work closely with the project committee chair and member(s) to develop the proposal and project. Materials requiring chair and committee review should be submitted on or before due dates. It is the responsibility of the student to manage his/ her time appropriately and follow this policy. Failure to submit materials requiring review in a timely manner will delay the project process and ultimately graduation.

During project implementation, committee members are available to the student for consultation and on a negotiated basis, for more intensive or direct involvement with project implementation. When the project is completed, students will present and defend the MSN Project, submit a final report, submit developed materials/ modules, and a scholarly product such as a publication ready manuscript. Presentation and defense of the MSN Project serves as the comprehensive examination for the MSN program. The oral presentation and defense serve to determine that the student has met requirements of the MSN Project and has completed a project reflective of master's level academic work.

Authorship of any information disseminated from the project (posters, presentations, manuscripts) should be decided on at the time of proposal development with the chair and the committee. Students may be asked to sign an agreement (see Project/ Thesis Authorship and Submission Contract Form) with the committee outlining expectations for manuscript/ poster/ abstract submission, authorship and order, time limits for submission, and the chair's right to publish work if the student has not submitted the manuscript for publication or poster for presentation within the agreed upon timeframe.

### **Project Committee Membership**

The MSN Project committee members have important responsibilities at the proposal, project implementation, and final project presentation/ defense stages.

At the proposal stage, committee members are responsible for assisting with the development of the MSN Project proposal, reading and evaluating the proposal, attending the MSN Project proposal defense, providing the student with constructive feedback and specific expectations for project improvement, and evaluating the student's readiness to proceed with project implementation. The project chair is responsible for ensuring that the student meets with committee members at least once before the proposal is submitted for review and approval.

During project implementation, committee members consult with the student and assist with problem solving as needed. At the final defense stage, committee members are responsible for reading and evaluating the final scholarly paper, attending and evaluating the presentation/ defense, and providing constructive feedback regarding the project.

There will be at least two meetings of the entire committee, one for approval and defense of the project proposal, and one for the final presentation/ defense and evaluation of the completed project.

### **Duties of Project Committee Chair**

The Project Chair:

- directs the student's project and submits a grade of SP (successful progress) or UP (unsuccessful progress) at the end of each term of enrollment;
- ensures that the student has complied with all federal regulations covering the use of human or animal subjects in the project if applicable;
- assists the student by redirecting, limiting or expanding portions of the project when an adjustment is deemed appropriate;
- assists the student in identifying funding sources and writes letters of support when the student applies for funding;
- informs the student of all deadlines and milestones in the process, and informs the student of all University policies related to the completion of a project;
- convenes scheduled committee meetings;
- reads and evaluates the writing quality of drafts, intervening as early as possible with students in need of additional assistance;
- obtains agreement from the committee that the final draft is ready for a defense;
- schedules the defense and announces the defense to the academic and graduate deans, the home department, and any other faculty deemed relevant;
- chairs the defense;
- makes sure that the student incorporates all revisions, corrections, and suggestions resulting from the defense;
- submits form to the Graduate School once project is completed.

## **Duties of Project Committee Members**

Committee members:

- provide ideas, suggesting and resources;
- bring relevant announcements regarding funding, deadlines, conference opportunities to the student's attention;
- attend all scheduled committee meetings;
- read and evaluate preliminary drafts as necessary;
- read and evaluate the final draft;
- participate in the defense.

## **Changes in Membership on Project Committee**

There may be circumstances when it is necessary to change members on the Project Committee. This decision should be made in direct consultation with the Chair of the project committee or if necessary, with the MSN Program Director. It is the student's responsibility to inform all committee members of the changes and to complete and submit any forms requiring signatures of the entire committee. Any changes to committee membership may involve delays in the completion of the project.

## **Final Report of the MSN Project**

The final report of the MSN Project is a scholarly paper. The specific format for the paper is negotiated with the Committee Chair. Following final revisions, the paper is submitted electronically to the Committee Chair.

## **The report should include:**

- Title Page: includes the name of the project, student name and academic credentials, and academic institution
- Abstract: includes summary information and provides an overview of the project
- Description of the Project: includes background and significance, description of the problem, theoretical framework, project description with purpose and objectives, project design, data collection, and expected outcomes.
- Evidence-Based Review of the Literature: Comprehensive and updated from the project proposal to represent the state of the science for the MSN Project
- Results/ Findings: description of results/ findings of the Project (data collected or generated)
- Evaluation: description of how each objective was evaluated. Include measures, instruments and methods of analysis • Outcomes: description of whether each outcome was met or not met
- Recommendations: specific and directed toward the site, a policy, practice guidelines, or further project development.

The final project presentation and oral defense of the MSN Project culminates the MSN program.

### **Thesis Option (NUR 5999)**

**Students selecting the Thesis Option should follow the Thesis Guidelines in the Graduate Thesis and Dissertation Manual.**

#### **NUR 5999 Thesis 3 Semester Hours (1 sh + 1 sh +1 sh)**

This course involves the identification of a problem or knowledge gap in the area of nursing education and the independent pursuit and completion of research to address the problem. Students will utilize the research process to identify the problem, search the literature, develop a methodology, frame the work with existing theory, and conduct the research. Ethical standards will be observed and results linked to application in the profession. The thesis should define original and new knowledge, and may be quantitative, qualitative, or historical in nature. The three semester hours for the course are divided into 1 SH segments completed in each of the final three semesters in the program.

#### **Purpose and Description**

The thesis is an intensive formal research endeavor and is completed under the supervision of a thesis chair and committee. It generally requires at least three semesters to complete. The thesis option requires the completion of a formal research study including the identification of a problem or knowledge gap in the area of nursing education and the independent pursuit and completion of research to address the problem. Students will utilize the research process to identify the problem, search the literature, develop a methodology, frame the work with existing theory, and conduct the research. Ethical standards will be observed and results linked to application in the profession. The thesis should define original and new knowledge, and may be quantitative, qualitative, or historical in nature. The three semester hours for the course are divided into 1 SH segments completed in each of the final three semesters in the program.

#### **Registration and Grading**

Prior to registering for Thesis credits, all students selecting the thesis option must complete the [Thesis/Dissertation Committee Membership Form](#). Students choosing the thesis option may register for a minimum of 3 credits of NUR 5999 divided over 3 semesters and a maximum of 6 credits which are applied to the MSN degree. The student must be enrolled in NUR 5999 in the semester that the final defense is scheduled.

**Table 3. Thesis Steps and Forms by Semester**

<b>Semester</b>	<b>Steps</b>
First Year Fall Semester	<ol style="list-style-type: none"> <li>1. Seek advice from MSN Program Director to identify a suitable topic for thesis.</li> <li>2. Review Graduate School <a href="#">Thesis and Dissertation Manual</a>.</li> </ol>
First Year Spring Semester	<ol style="list-style-type: none"> <li>1. Identify thesis topic addressing a problem in nursing education and submit to MSN Program Director.</li> <li>2. Identify and select a thesis chair and committee for departmental approval.</li> <li>3. Register for Thesis for Fall Semester (1 credit, NUR 5999)</li> <li>4. Sign Special Course Approval Form.</li> </ol>
First Year Summer Session	<ol style="list-style-type: none"> <li>1. Submit Prospectus.</li> <li>2. Establish Fall semester meeting dates and thesis proposal defense dates with thesis chair and committee.</li> <li>3. Complete the Thesis/Dissertation Committee Membership Form.</li> </ol>
Second Year Fall Semester	<ol style="list-style-type: none"> <li>1. Write and defend thesis proposal.</li> <li>2. Following the defense of a project proposal, the chair of committee is to complete the <a href="#">Report of Candidacy and/or Proficiency Form</a>.</li> <li>3. Submit study for IRB review after proposal defense approval.</li> <li>4. Register for Thesis for Spring Semester (1 credit, NUR 5999)</li> <li>5. Sign Special Course Approval Form.</li> <li>6. Establish spring meeting dates with thesis chair and committee for thesis progress reports.</li> <li>7. Information on Human Subjects Protection and IRB proposal submission can be found on the <a href="#">Research Protections page</a>.</li> </ol>
Second Year Spring Semester	<ol style="list-style-type: none"> <li>1. Carry out thesis proposal.</li> <li>2. Register for Thesis for Summer Semester (1 credit, NUR 5999)</li> <li>3. Sign Special Course Approval Form.</li> <li>4. Establish Summer semester meeting dates with thesis chair and committee for thesis progress reports and defense.</li> <li>5. Apply for <a href="#">graduation</a>.</li> </ol>
Second Year Summer Semester	<ol style="list-style-type: none"> <li>1. Thesis defense and completion.</li> <li>2. Complete the Graduate School Process for submission.</li> <li>3. <a href="#">Thesis submission</a> per Graduate School guidelines.</li> <li>4. Following a successful final defense, the chair of the committee is to file a Comprehensive Exam Report (Degree). This is an online form that can be found on the Graduate School Forms Page.</li> </ol>

## **Thesis Committee Membership**

The thesis committee is comprised of at least three members. The Chair must be a full member of the graduate faculty and a member of the Department of Nursing. Other committee members may have affiliate status as defined by the Graduate School. If the research topic is interdisciplinary, the Committee Chair may direct the student to another department for assistance in developing the topic and may suggest that a graduate faculty member from that department serve on the Committee.

At most one committee member may be from another department or from a University other than Appalachian. A faculty member from another institution may be appointed to the committee, provided 1) the institution is regionally accredited, and 2) the faculty member has the equivalent of a Graduate Faculty appointment at that individual's institution.

[Thesis/Dissertation Committee Membership Form](#)

## **Duties of Thesis Committee Chair**

The Committee Chair is the student's primary mentor, and

- directs the student's research project and submits a grade of SP (successful progress) or UP (unsuccessful progress) at the end of each term of enrollment;
- ensures that the student has complied with all federal regulations covering the use of human or animal subjects in the research project;
- assists the student by redirecting, limiting or expanding portions of the research when an adjustment is deemed appropriate;
- assists the student in identifying research funding sources and writes letters of support when the student applies for funding;
- informs the student of all deadlines and milestones in the process, and makes sure that the student understands all University policies related to the completion of a dissertation or thesis;
- convenes regularly scheduled committee meetings so that committee members stay informed of the student's progress;
- reads and evaluates the writing quality of drafts, intervening as early as possible with students in need of additional assistance;
- obtains agreement from the committee that the final draft is ready for a defense;
- schedules the defense and announces the defense to the academic and graduate deans, the home department, and any other faculty deemed relevant;
- chairs the defense;
- makes sure that the student incorporates all revisions, corrections, and suggestions resulting from the defense;
- certifies that the final copy submitted to the Graduate School is written in correct English, is formatted correctly according to the guidelines the disciplinary style used as well as the guidelines in this handbook, and is free of factual errors.

## Duties of Thesis Committee Members

Committee members:

- provide ideas, suggesting additional or new avenues of research;
- bring to the student's attention all relevant announcements regarding funding, deadlines, conference opportunities;
- attend all scheduled committee meetings to keep abreast of the student's progress and the suggestions made by other committee members;
- read and evaluate preliminary drafts as necessary;
- read and evaluate the final draft;
- participate in the defense;
- assist the committee chair in ensuring that the manuscript that is submitted to the Graduate School is written in correct Standard Written English, is formatted correctly according to the guidelines of the disciplinary style guide used as well as the guidelines in this handbook, and is free of factual errors.

## Thesis Process

Once you are in proposal stage, you will be working closely with your committee chair and select committee members to develop your proposal and thesis. Any materials that require Chair or committee review should be submitted at least two weeks before feedback is required. It is the responsibility of the student to manage his/her time appropriately and follow this policy. Failure to provide materials needing review in a timely manner, will delay the thesis process and ultimately graduation.

Please refer to the [Graduate School website](#) for required components of the Master's Thesis.

## Overview of Thesis Prospectus for Proposal

The prospectus is a formal written document that is developed and serves as the foundation for your final thesis. The intent of the proposal is to:

- 1) Present an overview of the research; define the problem and question to be addressed, (Introduction-Chapter I)
- 2) Demonstrate appropriate review of the literature related to the problem (Review of Literature- Chapter II)
- 3) Outline the research strategy/design and materials and methods that will be used to answer the research question as well as the data analysis plan, (Description of the Research-Chapter III) and
- 4) Reference page and appendices (e.g., instruments used for data collection).

## Proposal Defense

You will schedule a Proposal defense with your committee when your Chair has determined it is ready for submission to the committee for approval. The written proposal must be submitted to the committee at least two weeks before the Proposal Defense date. Failure to do so, may require that the Proposal Defense be delayed.

**Human Subjects Protection**

Once the committee has approved the proposal, the student must complete the IRB process. The formal letter of approval from the IRB must be submitted to the committee chair before the student can begin the research study.

**Data Collection and Analysis**

During this period, the student is expected to stay in close contact with their chair and give formal updates of progress. The timeline and format for these progress reports should be negotiated with the committee at the time of proposal defense. Analysis of data should be completed as outlined in the approved proposal. Data analysis may require internal or outside consultation as identified by the committee. The student is responsible for seeking and arranging this consultation with the approval of the Chair.

**Thesis Completion**

Once data collection and analysis has been completed, the student can begin the final stages of thesis. This includes incorporating any revisions to the first three chapters as identified by the committee and writing the results section (Chapter IV) and discussion (Chapter V). The chair will decide when the thesis is ready for dissemination to the committee for review in advance of the final defense. The final defense is scheduled with all committee members. After defense, the student is responsible for completing the appropriate forms for the Graduate School and [submitting the thesis](#) to the Graduate School.

**Format**

The Department of Nursing uses the American Psychological Association's format for scholarly written work (Publication Manual of the American Psychological Association, 6th edition, second printing). For the final submission of the thesis to the graduate school, please follow the Graduate School's guidelines for formatting of the thesis.

**Changes in Membership on Thesis Committee**

There may be times when it is necessary to change members on the Thesis Committee. This decision should be made in direct consultation with the Chair of the thesis committee or if necessary, with the MSN Program Director. It is the student's responsibility to inform all committee members of the changes and to complete and submit a new [Thesis Committee Membership Form](#) with signatures of the entire committee. Any [changes to committee](#) membership may involve delays in the completion of the thesis or project.

**Switching from Thesis to Project or Project to Thesis**

Students may decide after beginning a thesis that they would like to switch to the project option. This decision should be made in direct consultation with the Committee chair. Any credits for thesis or project will not be transferred. Three credit hours must be registered for and completed for the thesis option or the scholarly project option. Switching from a thesis to a project or vice versa will delay completion of the program and graduation.

[Additional information](#) and [Essential Dates](#) can be found at the Graduate School website

# POLICIES

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**CORE PERFORMANCE STANDARDS**

Admission to the School of Nursing Master of Science in Nursing program is not based on the following performance standards, but on the eligibility requirements defined in the admissions materials. The performance standards are used to assist the student in determining whether accommodations or modifications are necessary and provide an objective measure upon which informed decisions can be based about whether the student can meet requirements.

- Critical thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to move from room to room and maneuver in small places.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Auditory abilities sufficient to monitor and assess health needs.
- Visual ability sufficient for observation and assessment necessary in nursing care
- Tactile ability sufficient for physical assessment.

If an otherwise qualified student believes that they cannot meet one or more of the standards without accommodation or modifications, the nursing program will determine, on an individual basis, whether or not the necessary modifications can be made reasonably. The following process will be used:

A student with disabilities who believes that they may need assistance in meeting the Core Performance Standards should contact the Office of Disability Resources <http://www.odr.appstate.edu/> or 828-262-3056.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**COURSE GUIDELINES RELATED TO ONLINE AND HYBRID COURSES**

1. **Ask the Instructor:** All online courses will contain an “Ask the Instructor” Forum. For questions that might be of general interest to the class, students should post to the forum “Ask the Instructor” so that others can see the question and answer. Also, if the student notes a question in this forum to which they feel capable of answering, post an answer. The instructor will respond to questions and review other responses at least once every 24 hours during the week and at least once within 48 hours over the weekend. If the nature of the question is more personal or requires a more immediate answer, use e-mail, Skype, or phone for contacting the instructor. It is recommended to check this forum whenever logging on to AsULearn to see if any new information has been posted
2. **Office Hours:** The professors will keep virtual office hours. The best way to make contact is by e-mail. To converse with the instructor by phone, Skype, or e-mail please set up an appointment by email.
3. **Student Lounge:** Online courses may include a forum titled “Student Lounge” for casual conversation, getting to know each other, random discussion, etc.
4. **Assignment due dates:** Students should check the course management system (AsULearn) frequently during course enrollment for assignment due dates. Papers, projects, etc. should be submitted by Mondays at 0800 EST on the day they are due. If a student lives in a different time zone, please plan accordingly. In the online community, it is common practice to use the time zone in which the University is located. Five points will be deducted per day from the score of any late assignment. After one week late the assignment will receive a score of “0”.
5. **Weekly Activity Due dates:** The final postings for weekly activities and discussion contributions will be due by 0800 on Mondays. Initial contributions for forums should be submitted by midweek (Wednesday/ Thursday) to allow for peer response and interaction.
6. **Submitting Assignments:** Students should submit all reports, papers, etc. for online courses using the appropriate link in AsULearn. Name all assignment files as follows: Firstnamelastname\_assignment title. Students should not e-mail assignments to the professor. If the wrong files are mistakenly submitted or there is a need to change something in a submission, students should notify the professor, and the erroneous submission attempt will be cleared for a second attempt.
7. **Activity Rules (Discussion Forum):** Activity participation will be reviewed weekly by the instructor, and typically forums will close at 0800 on Mondays. Students will be notified in the rare case when a discussion may be extended, or practice activities will last longer than one week. The forums can be reviewed, but students cannot post after the deadline.
8. **Discussion forum rules:** Whenever an original contribution is posted to a discussion board, a brief but descriptive title of the message should be included in the subject line.

Students should consider the length of responses. When responding in a thread, construct postings so that it is roughly two to three paragraphs long. If including a quote or paraphrase, include the sources such as the page in the textbook or the web address. (Sources should be included with APA formatting.) All discussion forum posts require scholarly outside sources for maximum credit.

9. **Announcements:** Students should check AsULearn once daily, if possible for announcements. The section in online courses: “General Announcements” will be used for information of general interest, such as schedule changes or alerts to check the discussion forums, some other part of the course website, or e-mail.
10. **Checking and receiving E-mail:** Students should check Appalachian State University email accounts daily. Appalachian State University e-mail may be used for information that pertains only to a particular student or a group of students or to answer individual questions that are not of general interest or relevance.
11. **Sending E-mail:** Students should address course e-mails to the professor and to classmates with the phrase “NUR course number” and an appropriate subject. Many students are taking more than one online course and/or have a large quantity of e-mail, so this helps to quickly sort mail related to the course.
12. **Netiquette:** Students are required to use good manners and demonstrate personal courtesy in all interactions in AsULearn and in e-mails with online courses. Netiquette guidelines and additional tips for online education:  
<https://studentlearningcenter.appstate.edu/resources-strategies/tips-online-classes>.
13. **Attendance:** Most courses in the MSN program are fully online, and most of the work will be asynchronous. In other words, students may enter the course, and work on weekly assignments at their own leisure. Students should keep pace with the class, progressing neither too rapidly nor too slowly.  
 Discussion forums require that everyone is studying the same material at the same time. Procrastination can be lethal to the grade in an online course. The quizzes and exams (if applicable) will be opened for participation only at designated intervals.
14. **Attendance for hybrid course:** Attendance for the face to face portion of the hybrid course is mandatory. If a student is unable to attend any or part of the face to face portion of the course the course objectives will not be met and the student risks failure of the course.
15. **Academic Integrity:** All students are expected to comply with the Academic Integrity Code. Please review the academic integrity policies at the following website:  
<http://studentconduct.appstate.edu/> Commitment to the Academic Integrity Code is inherent in the policies of Appalachian State University. Some examples of academic integrity violations are listed:
  - Cheating
  - Fabrication and falsifications
  - Multiple submissions
  - Plagiarism: It is expected that students present their own work, which represents their own thinking or study in an area, for evaluation. When reference material (work which includes unique ideas, findings – including materials found on the Internet) of others is used, students should give credit to the original author. Failure

to do so (inaccurate referencing, copying large amounts of material) may result in a grade of zero for the assignment and a charge of academic misconduct.

- Abuse of academic materials
- Complicity in academic dishonesty

16. **Individuals with Disabilities:** Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Resources (ODR) at <http://www.odr.appstate.edu/> or 828-262-3056. Once registration is complete, individuals will meet with ODR staff to discuss eligibility and appropriate accommodations. If you have any need for special accommodation during this course, please notify the faculty.

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**STUDENT CONDUCT**

Graduate students should read and abide by all policies outlined in the Graduate Bulletin. Graduate students using or participating in Department of Nursing or University related resources and activities on or off campus are expected to conduct themselves in a professional manner. This may include, but is not limited to technology, the library, and simulation labs. Students are expected to be familiar with and follow University regulations. Graduate students should be familiar with the Graduate Student Handbook and The Department of Nursing's Vision, Mission, Goals and Philosophy. Although, the Department of Nursing's regulations are congruent with the University policies and procedures in the Graduate Bulletin, there are additional policies that are required of graduate students.

**General Professional Behavior**

Attendance and punctuality is expected for all classroom meetings and all clinical and residency practicums. Tardiness conveys an unprofessional manner and is not acceptable as a graduate student. Specific policies related to attendance and engagement are outlined in each course syllabus. Graduate nursing students are professionals. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. The guidelines can help with decision making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about conduct with instructors and peers.

It is believed that the practice of nursing and the education of future nurses will be built upon integrity, a sense of responsibility, and self-discipline. Nurses are accountable for practicing within the framework of professional nursing standards (American Nurses Association Code of Ethics; Scope and Standards of Professional Practice). It is a corollary that graduate nursing students are expected to conduct themselves, both inside and outside of the Department of Nursing, in a comparable fashion.

It is the expectation that all students enrolled in the Graduate Programs at the Department of Nursing will conduct themselves in the manner that:

1. Shows respect towards others
2. Values contributions from other students, colleagues and faculty
3. Contributes to mutual respect, effective communication and team collaboration
4. Appreciates and acknowledges the life experience and individual perceptions for each and every student, patient, faculty member, or other individual they encounter at this institution
5. Recognizes and understands that graduate students in nursing are nurses who have experiences to share which enrich the collaborative learning environment
6. Engages in courses and program activities

### **Professional Nursing Misconduct and Unsafe Practice**

Students may be disciplined or dismissed from the program for any of the following violations: (see “Progression in the MSN Program”)

The following behaviors will not be tolerated and if displayed by any student enrolled in the Graduate Programs within The Department of Nursing and will result in disciplinary action and possible removal from the program.

1. Demeaning, belittling or harassing others
2. Rumoring, gossiping about or damaging a classmate/professor’s reputation
3. Not following the rules of Netiquette and/or social media policies
4. Lack of engagement such as not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply, or lack of participation
5. Sending emails that are inflammatory in nature
6. Unsafe clinical practice that consists of deliberate, negligent, omission, or commission acts.
7. Violation of the North Carolina Nursing Practice Act
8. Any act or behavior that threatens the physical, emotional, mental, or environmental safety of patients, family members or significant others, students, faculty, or health care providers

Students who engage in misconduct and/or unsafe nursing practice will not be eligible to reapply to the Master of Science in Nursing program. Students who have been dismissed for any of the above reasons are afforded due process according to the student guidelines outlined in the *Appalachian State University Graduate Bulletin*.

### **Reporting**

The graduate student is accountable for reporting any adverse event of a misdemeanor or felonious nature that occurs while enrolled in the Master of Science in Nursing Program. Such reporting must occur within 48 hours of occurrence to the Chair of the Department of Nursing. Reporting means the student directly contacts the Chair and requests an appointment to discuss the adverse event.

### **Dress Code**

Graduate students are expected to dress professionally when representing the Department of Nursing of Appalachian State University. This includes but is not limited to clinical or practicum experiences, visits to agencies to prepare for practicum or clinical experiences, conducting interviews or assessments in the community, attending or participating in seminars, course work, workshops, or meetings. Photo ID name badge is worn on left side and must be visible at all times. Selected learning experiences may call for business attire with lab coat and name badge instead of the full nursing student uniform. In these instances, nursing faculty will specifically detail what is meant by business attire.

Updated 8/2019

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**UNIVERSAL CONFIDENTIALITY POLICY & AGREEMENT**

**General**

The Department of Nursing (“Department”) at Appalachian State University (“University”) maintains strict compliance with all legal, regulatory, and policy requirements addressing confidentiality of patient, research subject, and student records. This departmental policy and the related Universal Confidentiality Agreement describe departmental expectations in this regard. For purposes of this document, the term “students” includes undergraduate and graduate University Nursing students and students from other institutions who are completing graduate preceptorships with the University’s Department of Nursing Faculty.

**Policy**

It is the Department’s policy that students, faculty, staff, visiting professionals, and general visitors of the University comply with the requirements and regulations of this policy regardless of the agency or venue to which they are assigned. Such individuals may be involved in clinical placements and/or other activities, such as classes, labs, or conferences that involve indirect or direct contact with professional peers, clients, their families and/or significant others. This level of involvement requires the utmost level of professional behavior and responsibility.

Members of the aforementioned groups are provided access to placements/activities via a contractual agreement or Memorandum of Understanding between the University, the Beaver College of Health Sciences, the Department, and the agencies/facilities providing learning/clinical opportunities. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of information necessary to accomplish the intended purpose of the interaction.

Appalachian State University maintains strict confidentiality requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. These principles of confidentiality must be strictly adhered to without exception so that the privacy of the privileged information is totally safeguarded.

Clinical or case materials prepared or used for classroom, lab, community/professional presentations, assignments, or written materials must be altered so that there is no possibility that the persons involved can be identified. This requirement includes specific details and circumstances as well as names.

The classroom itself is to be considered an area of confidentiality. Information shared, clinical and otherwise, and the reactions of classmates are not to be discussed with anyone other than the Faculty Member of record.

Any person who knows or has reason to believe that a breach of confidentiality has occurred in violation of this policy is required to report that information to the Department Chair and to the Director of Compliance and Student Support.

## Breaches of Confidentiality

Violations of this policy include, but are not limited to, the following:

1. Failure to be knowledgeable of, adhere to and protect the policies of the University and assigned agencies/facilities.
2. Accessing or sharing of confidential/sensitive information that is not within the scope of the role/assignment.
3. Misuse, disclosure, or alteration of any confidential/sensitive information, electronic access or restricted areas.
4. Use of any electronic/social media means to convey any confidential/sensitive information related to clinical, student or faculty interactions.

The information below provides examples of mishandling of confidential information. **These examples are not exhaustive, and individuals with questions about the applicability of this policy are expected to err on the side of protecting confidentiality until clarification can be provided.** Questions about the proper handling, use, or disclosure of confidential information should be discussed with appropriate personnel.

<p><b>Accessing information that is not within the scope of your job/role as student, staff or faculty member:</b></p> <p>Unauthorized reading of client/employee/student/subject account information.</p> <p>Unauthorized reading of a client/employee/student/subject's chart/file.</p> <p>Unauthorized access of personnel file or business/ operational information.</p> <p>Accessing information that you do not "need-to-know" for proper execution of your job or educational functions.</p>	<p><b>Misusing, disclosing without proper authorization, or altering patient or personnel information:</b></p> <p>Making unauthorized marks on a medical record.</p> <p>Making unauthorized changes to a personnel file or research data files.</p> <p>Sharing or reproducing information in a client / employee / student /subject's chart or personnel file with unauthorized personnel.</p> <p>Discussing confidential information in a public area such as a waiting room, cafeteria or elevator.</p>
<p><b>Disclosing to another person your sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas:</b></p> <p>Telling an unauthorized person your password so that he or she can log in to your work.</p> <p>Telling an unauthorized person the access codes for personnel files or patient accounts.</p>	<p><b>Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas :</b></p> <p>Using another's password to log in to a hospital, agency, university, or other computer system.</p> <p>Unauthorized use of a login code for access to personnel files or student/client/subject's information, or restricted areas.</p>
<p><b>Leaving a secured application unattended while signed on:</b></p> <p>Being away from an electronic device while logged into a secure application.</p> <p>Allowing another person to use your secured application for which he or she does not have access after you have logged in.</p>	<p><b>Attempting to access a secured application or restricted area without proper authorization or for purposes other than official business:</b></p> <p>Trying passwords and login codes to gain access to an unauthorized area of the computer system or restricted area.</p> <p>Using a co-worker's application for which you do not have access after he or she is logged in.</p> <p>Using badge or login codes to gain access to facility for purposes other than assigned clinicals/orientations.</p>
<p><b>Intentional or negligent mishandling or destruction of confidential information:</b></p> <p><b>Failure to properly secure confidential information.</b></p> <p>Taking confidential information to areas outside your work area, e.g. out of the facility/agency, off campus, or to your home.</p> <p>Disposing of confidential information in a non-approved container, such as a trash can.</p>	<p><b>Unintentional disclosure of personal information:</b></p> <p>Failure to take necessary precautions to properly prevent unauthorized viewing of displayed or printed confidential information in all areas.</p> <p>Discussing confidential information in public areas.</p> <p>Inappropriate removal of documents containing confidential information from clinical/departmental areas.</p> <p>Using an email account <i>other than</i> an official University email account for conveying course/clinical/research/other University related business.</p>

<p><b>Intentional dissemination of confidential information:</b> Distributing sensitive information via text, email, Facebook, blogs, etc. (See Appalachian State University Department of Nursing Handbook Social Media Policy). Electronic or digital transmission of unauthorized pictures or audio/video recordings.</p>	<p><b>Intentional and unauthorized securement, distribution, dissemination, modification or copying of photographs, videos or digital course materials.</b> <b>The Appalachian State University Release For Use of Photograph must be completed prior to securing any photos or videos.</b></p>
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### **Violations of Policy**

Violation of this policy may constitute grounds for corrective action up to and including loss of agency privileges, academic or employment suspension, or termination from the Nursing Department in accordance with applicable agency/facility, Department or University procedures. Allegations of student violations will be addressed as academic integrity matters and considered according to the procedures set forth in the University's Code of Academic Integrity. Allegations of violations by University faculty or staff, or by visitors, will be addressed by Department and Beaver College of Health Sciences administration consistent with applicable policies and procedures.

Violation of this policy by any member of the University's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the University and the agency.

Unauthorized release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

Updated 5/2016

**Forms for this policy are located in the online compliance system and the Department of Nursing website under Student Forms.**

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**SOCIAL MEDIA POLICY**

**Purpose**

To provide faculty and students with an understanding of the position of the Appalachian State University Department of Nursing regarding the use of social media and other electronic communications.

**Definition**

For the purpose of this policy Social Media is defined as any user-generated content or online network/applications that faculty or students may contribute to from a personal or professional perspective. Currently identified avenues include, but are not limited to texting, *Facebook*, *Twitter*, *YouTube*, personal or community blogs, or educational sites such as *AsULearn*.

**Rationale**

Social media is a promising innovation with the potential to enhance global healthcare information exchange and significantly impact patient care. However, social media is a tool, which when used inappropriately, has the potential to bring harm to colleagues, patients, the profession, and even nurses' careers. The ability of search engines to bring long forgotten information to current accessibility, with just a few keystrokes, may result in far-reaching consequences for individuals and the institution.

**Policy**

Representation of the University and the Department in a manner that is fair, accurate, in compliance with all confidentiality requirements and protective of the reputation of the individual(s) the University and any affiliated institution/agency should be the primary focus of faculty and students in any method of communication. To insure an understanding of the parameters of these emerging technology and applications, the following statements will serve as guidelines and will be modified as appropriate:

- All communications should be in compliance with the Appalachian State University Code of Student Conduct, the Appalachian State University Faculty Handbook and all University policies, as applicable.
- When representing the University, all communications should be made in a fair, accurate and legal manner that protects the brand and/or reputation of all involved and protects all confidential information.
- When expressing personal views and when your association with the University is shared, implied or apparent, make it clear that your opinions are personal and do not necessarily represent the views or opinions of the University.
- Communications should be made in a manner that protects confidential, sensitive, and proprietary information including such information relating to associated clinical facilities/agencies and their clients.
- HIPAA, University and other privacy, confidentiality and security guidelines must be followed at all times.

- Confidential and HIPAA protected information should not be posted in any avenue of social media or webpage.
- At no time should photographs or videos be made in a clinical facility/agency without the written
- permission of the administration of the facility/agency.

#### Considerations

- Think twice about posting to any site as no site is truly private. If you are unsure about a potential post, seek guidance and clarification from departmental faculty or staff. • Respect your audience.
- You are responsible for your use of social media. It is possible to identify the source of communication when using so-called “hidden usernames”, text messages and other types of social media.
- Promptly report any concerns about breaches of social media activity to the Chair of the Nursing Department.

#### Consequences

- Misuse of social media, including sharing of unprofessional or confidential information may result in disciplinary action that may include failure of the course or dismissal from the nursing program/position and/or penalties under HIPAA.
- Legal liability may be associated with communications found to be defamatory, harassing, or in violation of any other applicable law.

Please refer to information at the National Council of State Boards of Nursing position on Social Media in the profession of Nursing. Please see this website: <https://www.ncsbn.org/347.htm> to watch video or download the transcript on this subject.

Approved: 9/19/12  
Revised: 06/2022

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

## **HEALTH STATUS AND IMMUNIZATION POLICY**

All Students admitted to the Department of Nursing are required to comply with all Appalachian State University Department of Nursing health requirements in order to complete the clinical related components of their courses. The requirements have been developed in accordance with Appalachian State University Student Health requirements, Center for Disease Control (CDC), Immunization Action Coalition and facilities utilized for clinical affiliations.

Students must submit all health and immunization information including completed forms within 6 weeks of admission to the program and prior to any clinical rotation. This information must also be uploaded and accepted into the compliance system. Students must include”

- Name and Banner ID (University ID) on all pages
- The name and address of the health care provider, facility and/or lab completing the required forms.
- Lab and X-Ray results must be a laboratory or radiologist document.

### **Health Status:**

Upon admission to the program, students must have a physical completed by their health care provider. Results of this physical examination must be documented on the **Department of Nursing Physical Form** AND the **Department of Nursing Safety and Technical Standards Form**.

- Department of Nursing Physical Form
  - All blanks should be completed and signed by both student and health care provider.
  - The Health Care Provider’s address must be documented.
  - When fully completed, the Form must be uploaded into the compliance system.
- Safety and Technical Standards Form o Review Policy and Procedure.
  - Students must complete all questions on the form and sign in preparation for their provider visit.
  - The Health Care Provider must review, provide comments related to student’s ability, and sign this form.
  - The Safety and Technical Standards must be completed annually with Health Care Provider visit and signature by the deadlines noted in the compliance system.
  - The completed forms should be uploaded into the compliance system data base.

While enrolled in the nursing program, students are required to immediately inform the Department of Nursing of any change in health status including illness or injury. The student

must notify the course faculty, Program Director, Department Chair, and the Director of Compliance and Student Support. Any condition that is deemed to have the potential to jeopardize the quality of nursing care or the safety of clients will be discussed with the student by the parties mentioned above and appropriate action will be taken.

### **N-95 Mask Fit Testing:**

In order for students to provide care to patients on Airborne Precautions (ex. Tuberculosis, COVID-19, etc.), students will be required to be fit tested for N-95 masks based on agency requirements. Should a student be unable to pass fit testing requirements, they may not be allowed in these patient rooms. Fit testing is provided by some agencies directly through Employee Health and/or may be provided through the nursing program.

### **Immunizations:**

All immunization requirements and the provision of documentation to the department must be met before students begin coursework. Students must maintain current immunizations throughout the program. Refusal of immunizations may affect ability to complete program requirements. Additional immunizations or tests may be added to ensure that students are safe to practice in assigned clinical settings.

The following are required:

#### **Hepatitis B:**

- A series of 3 vaccines *and*
- A Hepatitis B surface antibody test (titer) showing immunity are both required.
  - Titer results should be on an official lab document. The lab name and address should be included in the documentation.
  - Should the titer be negative or equivocal the student must repeat the three-dose series (according to CDC schedule) AND the hepatitis B titer. The repeat titer should be obtained at least one month after completing the repeat vaccination series.

#### **OR**

- A Hepatitis B Declination form may be completed with education provided from the Director of Compliance/Student Support.

#### **Influenza:**

- One dose of the quadrivalent flu vaccination is required for all students.
- Documentation of the quadrivalent flu vaccination must be turned in to the Director of Compliance and Student Support between October 1 and October 25 of each calendar year.

#### **MMR (Measles (Rubeola), Mumps, and Rubella):**

- Two MMR vaccines
  - given at least 30 days apart
  - These should have been received at age 1 or older.

- Titers (laboratory evidence of immunity) for measles (rubeola), mumps and rubella showing immunity to all three disease may replace the need for documentation of the two dose MMR series.
  - Titer results should be on an official lab document. The lab name and address should be included in the documentation
  - If lab results are negative or equivocal, additional vaccinations are indicated.

### **Tetanus, Diphtheria and Pertussis:**

- One dose of Tdap (Adacel or Boostrix) received at age ten or older is required. And
- A dose of a tetanus containing vaccination is required every ten years. This may be Td or Tdap.

### **Varicella (Chicken Pox):**

- Two doses of the varicella vaccine
    - Received at or after age one.
    - Two doses separated by at least 30 days.
- OR**
- A titer (Varicella Igg) showing immunity to chickenpox is acceptable.
    - Titer results should be on an official lab document. The lab name and address should be included in the documentation
    - If lab results are negative or equivocal, additional vaccinations are indicated.

### **Tuberculosis (TB) screening:**

- Initial TB screening
  - Two separate TST (tuberculosis skin test).
  - The two TST tests are administered 7-21 days apart.
  - Each test is interpreted 48-72 hours later.
  - Tests should be documented only on APP STATE Tuberculosis Testing Forms
    - Form must include the Health Care Provider's signature and address.
    - Form must include the student's signature.

**OR**

- A lab test for tuberculosis may replace the initial TST testing and an annual lab test may replace the annual TST test.
- This is described as an IGRA test (QuantiFERON Gold or T spot)
- Results must be on an official lab document. The lab name and address must be included in the documentation
- An annual TB screening test within 364 days of the previous year's screening is required for those having a negative test result.
- A positive TST on either the first or second step, a history of a positive TST or a positive IGRA blood test will require a chest x-ray and a review of findings by the healthcare provider.
  - Documented on the Initial Tuberculosis Screening form in handbook
  - Those persons who have a history of a positive test result are required to complete an annual TB exposure questionnaire.

- If an individual has a history of completing medications for latent or active tuberculosis, documentation of this should be provided.
- If student is exposed to tuberculosis, subsequent testing will be required.
- Students with a positive tuberculosis test at any time must complete the Tuberculosis Risk Assessment. If students are unable to receive further tuberculosis testing, the tuberculosis Risk Assessment must be completed annually.

Adopted: 5/11

Reviewed: 5/14

Revised: 8/2015, 4/16, 5/17, 5/18, 6/20, 5/21, 4/2022

**Forms for this policy are located in the online compliance system.**

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**STUDENT CRIMINAL BACKGROUND CHECK & DRUG SCREENING POLICY\***

**1. Introduction**

1.1. It is a condition of initial enrollment in the Appalachian State University Department of Nursing (the “Department”), and a condition of eligibility to continue enrollment in a Nursing program, that Nursing students meet all academic and other requirements imposed by the Department, as well as requirements of each external health and human service agency where the Department attempts to place the student in a given semester.

1.2. The Department must secure the cooperation of independent external health and human service agencies (“Agencies”) to provide appropriate educational, internship, clinical, or field experiences for its students. Increasingly, those Agencies will not accept students who do not meet requirements that apply to their employees, including drug tests and criminal background checks. Because criminal background checks are now required by the North Carolina Board of Nursing for all licensure applicants, and because of recommendations from The Joint Commission (TJC), most agencies require that Nursing students who will intern at their sites successfully complete criminal background checks and drug screening. Each student must undergo a criminal background check by a Department of Nursing-approved agency.

1.3. In addition to meeting all Department and other college and University academic and conduct requirements, students have the additional responsibility to meet requirements imposed by each Agency where they will receive clinical or field education, including internships. A student who is rejected by one or more Agencies because of failure to meet the Agency’s criminal background and/or drug testing requirements will be subject to dismissal from the Nursing Program in accordance with the Department of Nursing Academic Dismissal Policy.

**2. Agency Criminal Background Check Requirements**

2.1. Students not meeting requirements regarding the criminal background checks are subject to dismissal from the program. See Student Handbook Dismissal Policy.

2.2. University officials will have electronic access to the criminal background report.

2.3. The University seeks information on convictions, all pleas that are acknowledgements responsibility, and all pending criminal actions. Arrests or detention orders that do not result in convictions or pleas will not be considered. The candidate will be asked to provide information about the candidate’s criminal and discipline records. This information is critical, and a failure by the candidate to provide this data or to provide it accurately will result in a rejection of the candidacy

or other decision adverse to the candidate. All materials collected pursuant to this policy will be held confidentially and securely, and it will be maintained in a file separate from the regular files maintained for each candidate.

2.4. The existence of a conviction or plea, or other determination or acceptance of responsibility for a crime or misconduct, does not automatically render a candidate unqualified. Where such matters are evident, the following factors will be considered by University officials in determining whether a candidate is qualified:

- A. the nature of the crime or misconduct;
- B. the circumstances surrounding the crime or misconduct;
- C. the existence, number and type of other incidents of crime or misconduct;
- D. the time that has elapsed since the conviction or other determination;
- E. the actions and activities of the student since the date(s) of reported crime(s) or misconduct; F. the rehabilitation record of the student;
- G. any related information;
- H. the honesty of the student in disclosing and/or explaining the crime or misconduct;
- I. any professional opinions about the possibility or likelihood of future criminal behavior or other misconduct;
- J. explanations and/or other information provided by the candidate; and
- K. the willingness of a healthcare facility or other agency to accept the candidate for any clinical experience.

**In addition, University officials may use the attached GUIDELINES FOR ASSESSING CRIMES AND MISCONDUCT AS THEY RELATE TO NURSING REQUIREMENTS AND ACTIVITIES (page 48).**

2.5. The criminal background check will only be used for evaluating the candidate's qualifications; it will not be used to discriminate on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation.

2.6. If a candidate has a criminal or disciplinary record, the University will:

2.6.1. Compare the results of the background check to the application and supplemental information

supplied by the candidate to determine discrepancies. If there are no discrepancies, and if the University has made an individual determination that the candidate is qualified for admission, continued matriculation, or certification or licensure, and there is no additional information indicating that a previous decision should be modified or rescinded, the previous decision may stand.

2.6.2. If there are discrepancies or information indicating that a decision should be further examined, college officials must provide the candidate an opportunity either to (1) demonstrate that the report of criminal, disciplinary or other relevant history was erroneous (e.g. wrong person) or to (2) explain the discrepancy.

2.6.3. If the background report is determined to be accurate and a discrepancy exists between the reported information and the application or supporting material that the candidate submitted, or there is additional information that amplifies the application information or otherwise indicates that the admission should be examined further:

2.6.3.1. The presumption is that the candidate will not be admitted, allowed to continue matriculation or be recommended for certification or licensure if the candidate has failed to accurately disclose relevant information in response to a question on the application or inquiry by any University official. The burden is on the candidate to demonstrate that the omission or misinformation was the result of an honest mistake, that it was not intended to mislead, and that a decision should be rendered in favor of the candidate in spite of the failure to disclose;

2.6.3.2. If the failure to disclose accurate information does not result in a decision adverse to the candidate, but there is information that draws the decision into question, before the candidate may be admitted, matriculate, or obtain a recommendation for certification or licensure, an authorized University official must make an individual determination as to whether the nature of any crime committed or other behavior disclosed, together with other available information, suggests that the candidate is unqualified. If the University official determines that the candidate is not qualified, the candidate must be notified decision to deny admission or continued matriculation, or decline to make a positive recommendation for the candidate's certification or licensure. If the determination is made that the candidate is qualified, the candidate will be notified and may be admitted, matriculate or obtain a recommendation in accordance with other University policies and procedures.

2.7. University officials must maintain a record of the criminal background checks, if any, conducted on each candidate and the results of those checks. If a candidate's record shows a history of conviction of, guilty plea to, or acceptance of responsibility for a crime or a significant disciplinary sanction at the University or another educational institution, the University shall maintain a record of the process used to determine whether or not the candidate was qualified and of the basis for that determination.

2.8. The student is accountable for reporting any charges of a misdemeanor or felonious nature that occurs while enrolled in the MSN Program within 48 hours of occurrence to the Chair of the Department of Nursing. Reporting means that the student directly contacts the Chair and requests an appointment to discuss the charges.

### **3. Drug/Alcohol Screening Requirements**

- 3.1 To ensure patient safety, and comply with clinical facility policies, the North Carolina Board of Nursing regulations [21 NCAC 36.0320(d)], and the 2004 Manual for Hospitals published by The Joint Commission (TJC), students are expected to maintain personal health and hygiene, including, but not limited to, avoidance of any chemical substance that could impair judgment or ability to perform clinical or other duties, or otherwise endanger patients or other members of the healthcare team. All students entering the nursing program are required to obtain a drug/alcohol screen. The Department of Nursing reserves the right to direct a student to undergo drug screening at any time.
- 3.2 Students are admitted to the Department of Nursing pending a negative drug test. Students are responsible for costs associated with the drug screen. Students must further agree that all results are available to the University and the clinical sites associated with the program. The program is responsible for ensuring that students comply with individual hospital policy regarding disclosure of results. Students not meeting requirements regarding the drug screen are subject to dismissal from the program. See Student Handbook Dismissal Policy on page 12.
- 3.3 The nursing program maintains a no tolerance policy regarding substance abuse. All students must clear a drug/alcohol test. Failure to undergo this test, a positive drug/alcohol screen, or an altered sample will result in dismissal from the program. If the drug/alcohol screen produces a positive result and a valid prescription exists, the test will be deemed negative. For the purpose of this policy, a valid prescription is one that is verified during a time period when the student is under the current treatment of a licensed healthcare professional.
- 3.4 Students must undergo drug testing at a Department of Nursing approved drug screening laboratory. Students will bear all expenses associated with meeting these requirements.

### **4. Drug Screening and Criminal Background Check Acknowledgment/Agreement**

All students upon beginning the program, will complete the Drug Screening and Criminal Background Acknowledgement Form, which must be uploaded in the compliance system. All drug screens and background checks are ordered through the compliance system at the time of initiation of a compliance system student account. Additional screens and checks may be required by individual agencies based on affiliation agreements.

20100324 CBC Acknowledgement and Agreement (DTC rev).docx  
Revised 5/15: 2015 CBC\_DS policy.docx (BK rev), 06/2020  
Updated 5/2016

**Forms for this policy are located in the online compliance system.**

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**GUIDELINES FOR ASSESSING CRIMES AND MISCONDUCT AS THEY RELATE  
TO NURSING REQUIREMENTS AND ACTIVITIES**

In making an effort to assess comprehensively a candidate's qualifications, the University will carefully consider evidence of criminal convictions, court-accepted pleas indicating acknowledgement of responsibility and dispositions of crimes and information regarding other candidate discipline matters. The following guidelines may be utilized to assess particular convictions, pleas, and other dispositions of cases as they relate to nursing and performance of professional duties.

1. **Safety Risk:** Evidence of conduct that may create an unacceptable risk with respect to the safety of the University and/or school and University and/or school activities, employees, other students, including those in public school settings or related activities, or the public would likely disqualify a candidate. Such evidence may include, but not be limited to, conviction of one or more felonies and/or misdemeanors involving assault, assault with a deadly weapon, rape, sexual assault, armed robbery, reckless endangerment, or operation of a motor vehicle while impaired as a result of drug or alcohol ingestion and arson.
2. **Integrity Risk:** Evidence of conduct that indicates fraudulent behavior, deceit or dishonesty may create an unacceptable risk with respect to positions and activities that involve confidential documents (including medical records), security issues, sensitive data or materials, regulated issues and materials, financial matters and accounting. Such evidence may include, but not be limited to, convictions of one or more felonies and/or misdemeanors involving embezzlement, fraud, income tax evasion, forgery, burglary, robbery, larceny, theft, check kiting, issuance of bad checks, shoplifting and similar crimes, as well as academic misconduct (e.g., plagiarism, fabrication of data, cheating on examinations or representing someone else's work as one's own).
3. **Illegal Drug Risk:** Evidence of conduct that encompasses illegal drug distribution and sale or like activities may create an unacceptable risk for employees and students of Appalachian State University in light of Appalachian State University's strong stance concerning illegal drugs and its commitment to a drug-free workplace and educational and living environments, as well as employees and students in health care settings and related activities. Such evidence may include, but not be limited to, conviction of felonies and misdemeanors involving drug trafficking, drug sales or distribution, drug possession with intent to sell, drug and/or paraphernalia possession and similar crimes.
4. **Safety Risk for Students, Employees and Patients:** Evidence of conduct that encompasses harm or injury to others may create an unacceptable risk with respect to a student's enrollment in any curricular programs or participation in healthcare activities that serve patients. Such evidence may include, but not be limited to, felonies and

misdemeanors involving abuse or neglect, molestation, taking indecent liberties with a minor, contributing to the delinquency of a minor, and similar crimes.

5. **Motor Vehicle Operation Risk:** Evidence of conduct that encompasses illegal, violent, or dangerous operation of a motor vehicle may create an unacceptable risk with respect to employment in positions or volunteer activities that require operation of any motor vehicle (i.e., buses, vans). Such evidence may include, but not be limited to, DWI, DUI, speeding to elude arrest, vehicular manslaughter, multiple convictions of careless and reckless driving and multiple convictions of speeding.
6. **Particular Position Risk:** Evidence of conduct that is likely to impede the candidate's ability to perform a particular duty or satisfy curricular requirements, or that otherwise indicates a significant risk to the safety of the student or those for whom the student is responsible, or effective conduct of University or health care institution programs.

Students are accountable for reporting any charges of a misdemeanor or felonious nature that occurs while enrolled in the nursing program. Reporting must occur within 48 hours of occurrence to the Chair of the Department of Nursing. Failure to report may result in dismissal from the program.

Approved: 5/7/2010;  
Reviewed: 5/15 (BK  
OGC) Revised: 5/2016;  
Revised: 06/2022

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**SAFETY AND TECHNICAL STANDARDS POLICY AND PROCEDURE**

**Purpose:** To validate all students' ability to meet the cognitive, affective and psychomotor requirements of the curriculum, with or without reasonable accommodations, while enrolled in any of the Appalachian State University Nursing programs. This policy and related procedures shall be implemented in a manner consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as subsequently amended. In addition, students must be in compliance with the patient safety and quality standards of clinical and other regulatory agencies.

**Policy:** For admission and progression in any of the Appalachian State University Nursing programs, all students must:

- Meet the required eligibility requirements and the patient safety and quality standards of clinical and other regulatory agencies.
- Newly admitted students must:
  - Complete the health appraisal and have a physical examination performed by a licensed practitioner such as a physician or nurse practitioner.
  - Complete and obtain approval of the "Safety and Technical Standards" form.
  - Provide documentation of required immunizations including completion of 2-step Mantoux (PPD) testing.
  - Provide documentation of current American Heart Association CPR certification in adult and infant/child at the health care provider level.
- In order to progress in the program, all current students must submit, at the beginning of each subsequent academic year, the *Annual Health, Safety and Technical Standards Self Evaluation* form (in the forms section of this document) for validation of meeting the safety and technical standards.
- All students must maintain the currency of immunization status, PPD testing & CPR.
- Students who incur **subsequent illness or injury must be assessed at the time of said occurrence** to determine if they remain in compliance with this policy and its intent.

**Confidentiality:** The handling of all records and subject information will be strictly confidential and revealed only to those required to have access, e.g., ODR, Appalachian's Department of Nursing, clinical agencies, etc. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

**Reasonable Accommodations Due to a Disability**

- At any time within the program, students needing reasonable accommodations in order to meet any of the technical and performance standards must:
  - Make requests to the Office of Disability Resources (ODR).

- o ODR will engage in an interactive process to determine eligibility and may consult with the Department of Nursing to determine reasonable accommodations.
- o If reasonable accommodations are approved ODR will notify students regarding eligibility and will create an Accommodation Plan to identify the approved reasonable accommodations.

### **Temporary impairment verification by student of meeting required safety and technical standards**

- If a student is injured, is ill, or the student's health status changes, this must be reported to the Chair of the Department of Nursing within 24 hours and/or prior to clinical experience.
- The Director of Compliance and Student Support will request that the student provide verification from a health care provider of the student's continued ability to perform clinical activities. In addition, the student must also be cleared by the assigned clinical facility and the Department of Nursing in accordance with the facility's patient safety and quality standards.
- A copy of the "Safety and Technical Standards" form and a cover memo for the health care provider to verify that the student can meet the safety and technical standards will be provided to the health care provider by the student.
  - o The student will return the health care provider-completed and signed memo to the Director of Compliance and Student Support.
  - o If the student needs accommodations due to a temporary impairment requests should be made to ODR.
- The Department of Nursing will submit all associated documentation to the clinical facility for review and determination of the students' ability to participate in clinical.

**Until a decision is made, the student will not be allowed to participate in clinical courses.**

### **Failure to provide documentation**

Failure to provide appropriate documentation as requested may result in the student's not being allowed to participate in clinical courses and/ or dismissal from the program based on the inability to meet safety and technical standards.

### **Disputing the decision**

The student may make a written appeal of a decision made by the Department of Nursing pursuant to this policy. Such an appeal shall be made to the Chair of the Department of Nursing within fifteen (15) working days from the student's receipt of notice of the decision. If the situation cannot be resolved at the Department level, the student may appeal to the Dean of the Beaver College of Health Sciences (or Dean's designee) within 15 working days of the Department's denial of the first appeal. The appeal to the Dean must be submitted in writing and include documentation related to the situation. The Department will also have an opportunity to provide written documentation about the situation. The documentation will include specific details regarding why the Department has denied the appeal, and a record of the communication with the student. The decision of the Dean is final.

**Misrepresentations**

Any identified misrepresentation, falsification, or material omission of information by the student may result in dismissal from the Nursing program.

**Amendments or Termination of this Policy:** The Department of Nursing reserves the right to modify, amend, or terminate this policy at any time.

Adopted: 5/2010

Revised: 8/2014, 5/2017, 4/2018, 6/2022

Forms Revised: 10/2014, 2/2016, 5/2017, 1/2019

**Forms for this policy are located in the online compliance system.**

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**ACCIDENT AND INJURY POLICY AND PROCEDURE**

**Purpose:**

To be in compliance with Nursing Department and Appalachian State University institutional guidelines for reporting, providing appropriate intervention, and follow-up post-accident or injury.

**Policy:**

Students are responsible for reporting any accident or injury to their faculty and the Chair of the Department of Nursing immediately. Appropriate intervention/treatment should occur in a timely fashion. The *Event Report for Accident or Injury* located in the FORMS section should be completed and turned in to the Director of Compliance and Student Support within 48 hours of the event. A University Report will be made via [hr.appstate.edu/hr-services/leave-management/workers-compensation/initial-notification-incidentinjury-form](http://hr.appstate.edu/hr-services/leave-management/workers-compensation/initial-notification-incidentinjury-form)

**Definition:**

An accident/injury is defined as an undesirable and unexpected event which results in potential or personal harm that impacts the faculty or the student's ability to provide safe and quality patient care. In addition, an accident/injury includes occupational exposure to blood and body fluids and airborne pathogens during clinical/classroom labs. Occupational exposure may be described as a percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eyes, nasal mucosa, or mouth) exposure to body fluids (blood or other infectious material), a cutaneous exposure when chapped or abraded skin or otherwise non-intact skin is contaminated with infectious materials, or exposure to infectious airborne agents by way of inhalation or contact. Events related to clinical travel are also included in this policy.

**Procedure:**

Students must report all accidents/injuries to the faculty member who will provide documentation to the Program Director or the Chair of the Department of Nursing and the Director of Compliance and Student Support. An assessment of the accident/injury will be made regarding the accident/injury relationship to the Safety and Technical Standards Policy and Procedure.

For events that occur in the clinical or lab setting the student will initially report to the instructor/faculty. Events related to clinical travel are also included in this policy. The student, with the assistance of the faculty, must complete a Department of Nursing accident/injury report and/or agency incident report and seek appropriate medical follow-up according to clinical agency's policy and the Appalachian State University Department of Nursing. Students are responsible for the costs of any tests or treatments due to accident/injuries that occur during clinical/classroom experiences.

When an occupational exposure to blood or body fluids occurs, the initial action should be to perform cleansing and first aid to the site and the clinical facility policy and procedures are

initiated. Action should be taken immediately to ensure medical care is initiated within 4 hours of exposure. The appropriate facility personnel will evaluate if a source patient is known. If known, the facility will handle requirements of source patient testing. Tests are generally performed for serologic evidence of HIV antibodies, Hepatitis B antigens/antibodies, and Hepatitis C antibodies. Current guidelines recommend the following postexposure follow-up:

1. Post-Exposure Prophylaxis (PEP) is recommended when occupational exposures to HIV occur
  2. If HIV status of the source patient is determined, this is used to guide the need HIV PEP
  3. PEP medication regimens should be started as soon as possible after occupational exposure to HIV, and continued for a 4-week duration.
  4. PEP medication regimens may contain 3 (or more) antiretroviral drugs and should be considered within 72 hours of exposure
  5. Expert consultation is recommended for any occupational exposures at baseline and follow-up testing is usually done at subsequent intervals of 4-6 months based on PEP regimens.
  6. Additional monitoring for drug toxicity may be indicated. (US Public Health Service Working Group, 2013).
- **When students are exposed to tuberculosis:**
    - The student must seek care from a medical facility of the student's choice or APP STATE Student Health Service. A baseline TST will be done at student's expense.
    - The student must be cleared by a physician or health care provider prior to return to clinical.
  - **When students are exposed to COVID-19:**
    - The student will notify the Director of Compliance & Student Support so that the extent of exposure can be evaluated further, if it relates to attendance in clinical sites.
    - Students who have been exposed, will follow University, public health, provider, and clinical agency requirements for quarantine or isolation, depending on status.
    - Students may not attend in person classes or clinical experiences until cleared from quarantine and/or isolation restrictions.

**Forms for this policy are located on the Nursing Website under Student Forms.**

Reviewed: 5/26/11, 5/2015, 7/2019

Revised 5/11/17, 5/2021, 6/2022

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**POLICY FOR EVENT REPORTING AND FORM**

**Purpose:** Event reports are used for improvement of patient care safety and quality as well as reduction of incidents that might cause or contribute to unsafe nursing practice. When used in this manner, event reports become a tool for the education of students/faculty and other healthcare providers lending support to agency quality and safety initiatives. This policy and the accompanying form are to be used only for the purpose of education of involved parties within the Department of Nursing.

**Definition:** An event is any occurrence that is not consistent with normal, routine operation of a clinical facility and the facility's policies and procedures that may result in or have potential for injury and/or property damage.

This definition includes near-miss situations (situations that could have but did not necessarily result in harm). According to the Safe Medical Devices Act, event reports must be filled out if there is a malfunction of a piece of medical equipment. The FDA requires healthcare facilities to report when circumstances "reasonably suggest" that a medical device has caused or contributed to the death, serious injury, or serious illness of a patient. This type of event must be reported to the manufacturer and/or the FDA.

**Procedure:**

This confidential form must be completed in conjunction with the clinical facilities' document and according to their policy.

- The person (student and/or faculty) discovering the event should report the event according to the facility policy and complete the facility document along with this form.
- This report must be submitted to the Chair of the Department of Nursing or the Director of Compliance and Student Support within 24 hours of the event.
- The Chair will keep the form on file in the Chair's office.
- A copy will not be placed in the student's file. The event will not be recorded on the student clinical evaluation anecdotal note.
- If circumstances documented suggest the need, the report will be discussed by the Chair of the Department of Nursing with the Dean (or designee).

Reviewed: 9/2016

Revised: 11/2017, 7/2019, 6/2022

**Forms for this policy are located on the Nursing Website under Student Forms.**

# ACADEMIC FORMS

\*\*\*Forms are sometimes updated during the academic year. Official forms can be found on the Graduate School Website using the link below. \*\*\*

**[Graduate School Forms](#)**

**Appalachian State University**  
**FINAL GRADE APPEAL FORM**  
**Final Grade Appeal Procedure**

<https://academicaffairs.appstate.edu/resources/final-grade-appeal-procedure>

\*\*\*\*\*

**To the student:** Before submitting an appeal to the Grade Appeals Committee, you must have

1. discussed the contested grade with the instructor (date \_\_\_\_\_)
2. appealed to the department chair about the contested grade (date \_\_\_\_\_)

**In addition,** you must attach the following to this form:

1. The syllabus for the course in which you received the contested grade
2. All documented grades (graded tests, papers, projects, etc.) that you have
3. A list of all other grades that you know you received in the course and any other factors that may have influenced the grade (e.g., your attendance record).

**Remember that the burden of proof in Grade Appeals Committee hearings lies with the student.**

Student's Full Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Course in which grade is being contested (with number and section) \_\_\_\_\_

Semester course taken \_\_\_\_\_ Grade Received \_\_\_\_\_ Grade you believe you earned \_\_\_\_\_

Grounds for appealing the grade:

(Continue on back if necessary.)

Student Signature \_\_\_\_\_ Date filed with Dean's Office \_\_\_\_\_

The following signatures are necessary only if the student intends to see a Grade Appeals Committee hearing. They signify (1) that the student has discussed the grade in question with the instructor and the appropriate department chair and (2) that the information required for this form, including attachments, is complete.

\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Department Chair**

**To request a hearing before the Grade Appeals Committee, the student must file this completed form within the first 30 days of the following semester in the Office of the Dean of the college or school in which the grade was assigned.**

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**SCHOLARLY PROJECT COMMITTEE MEMBERSHIP FORM**

**The Scholarly Project Committee consists of a Chair and at least one additional committee member, all members of the graduate faculty; at most one member may be from outside the major unit/program and serve as a project consultant.**

We, the undersigned, agree to serve as members of the Committee of...

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Major: \_\_\_\_\_

Title of Scholarly Project:

\_\_\_\_\_

**Research Compliance – Check all that apply:**

1. The research involves human subjects\* **Y** ☐ **N** ☐ IRB number and submission date: \_\_\_\_\_  
\*Any data collected from or interaction with people as subjects, including surveys, interviews, etc.
2. The research involves experimental animals\* **Y** ☐ **N** ☐ IACUC number and submission date: \_\_\_\_\_  
\*Any work with vertebrate animals in research or teaching
3. The research involves international collaborations or travel. (Export controls briefing may be required). **Y** ☐ **N** ☐  
The research involves chemicals, biological samples or agent, ionizing or non-ionizing radiation, or nano-materials. (Compliance reporting may be required.) **Y** ☐ **N** ☐

**COMMITTEE CHAIR:** *I agree to serve as chair of the committee and to provide mentorship on the scholarly project process.*

Printed Name (cannot be affiliate graduate faculty)

Signature of Committee Chairperson

Date of Graduate Faculty Expiration

**COMMITTEE MEMBERS**

(minimum 1):

Printed Name

Signature of Committee Chairperson

Date of Graduate Faculty Expiration

Printed Name

Signature of Committee Chairperson

Date of Graduate Faculty Expiration

Printed Name

Signature of Committee Chairperson

Date of Graduate Faculty Expiration

**DEPARTMENTAL APPROVAL:** *I recommend the appointment of the above Scholarly Project Committee.*

Printed Name & Signature – Department Chairperson or Designee (NOTE: Chairperson MUST sign signature pages for final manuscript submission)

Department

Date

**Appalachian State University  
Beaver College of Health Sciences  
Department of Nursing**

**PROJECT/THESIS AUTHORSHIP AND SUBMISSION CONTRACT**

Students must discuss authorship with their project/thesis chair prior to beginning the culminating research project/thesis. Students are expected to submit their project/thesis for publication. The student must include and notify all faculty members of any submission for publication or presentation. Students have one year after the completion of the project/thesis to submit for publication. After six months, the research may become property of the university and the project/thesis chair has the option of publishing the document with rights as first author should they wish to invoke those rights.

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Student Signature

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Date

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Project/Thesis Chair Signature

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Date

Student is required to include the faculty member as author at any point, prior to publication...require input and/or approval of chair prior to publication/presentation.

**Authorship Guidelines for Graduate Students  
Publications and Presentation (Both Podium and Poster)**

For Students within the Department of Nursing at Appalachian State University, the authorship guidelines for graduate level thesis and/or projects are as follows:

All students completing graduate level thesis or projects **MUST** include the faculty advisor or chair as an author on all poster presentations, podium presentations and publications that result from the thesis or project work during enrollment in the program and following graduation.

The faculty member serves as a primary investigator during the research or project. Therefore, the faculty member should be included as second author on any publication or presentation (both poster and podium). Faculty members **MUST** be notified prior to any presentation or publication submission. The faculty member must be allowed input prior to submissions of these types. It is the responsibility of the student to contact the faculty member and receive approval **PRIOR** to submission. These guidelines include poster presentation at local hospitals or other venues, whether local, regional or national.

**General Authorship**

In general, authorship guidelines are determined between all parties involved. For most all publications, authorship order is determined by the significance of the contributions to the article and/or research/project process. Authorship order is not determined by alphabetical order. If you include someone as an author, you do **NOT** create an additional acknowledgment line for that individual.

Examples of acceptable activities for authorship include but are not limited to significant contributions in the following areas:

- 1) Writing a Major Section
- 2) Data Analyses
- 3) Content Expert
- 4) Implementation of the Intervention
- 5) Implementation of the Data Collection Processes

### **General Acknowledgements**

Acknowledgements can be given, as deemed appropriate, to individuals who contributed to the success of the publication but did not contribute significantly. They can also be used to acknowledge funding resources or grants. Acknowledgment is not given as a form an authorship but usually as one sentence in written form on at the beginning of a document for publications, manuscripts or presentations. For poster presentations, acknowledgments are included in written form as one sentence within the poster. For podium presentation, acknowledgement is given verbally as well as included on visual aids at the beginning of a presentation and/or on handouts.

Examples of acknowledgments on a paper include:

**Acknowledgments:** This pilot study was funded by a research grant from the Phi Upsilon chapter of Sigma Theta Tau International. The authors would like to acknowledge the statistical analyses contributions of Dr. John Doe.

Examples of acknowledgment activities for publication include but are not limited to contributions in the following areas:

- 1) Literature Review
- 2) Minor Contributions During the Intervention or Data Collection Process
- 3) Editorial Changes
- 4) Transcription Services
- 5) Funding
- 6) Serving in a Research or Graduate Assistant Role

Please sign below and return the signed document to your thesis advisor or project chair within the Department of Nursing. By signing this document, I am agreeing to uphold the authorship and acknowledgement guidelines set forth by the Department of Nursing at Appalachian State University.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project/Thesis Chair Signature

\_\_\_\_\_  
Date

# CLINICAL FORMS

**Attention:** To access individual departmental forms, please review to the APP STATE Department of Nursing website at this link:

<https://nursing.appstate.edu/studentinformation/student-forms>.

## Mandatory Health, Immunization and Compliance Documents for MSN Students 2023-2024

**RATIONALE FOR REQUIREMENTS:** Students admitted to the MSN program are required to be continually compliant with the guidelines set forth by the Appalachian State University Department of Nursing and the *North Carolina Consortium for Clinical Education and Practice (NCCCEP)*.

### APPALACHIAN STATE UNIVERSITY NURSING MSN REQUIREMENTS

- **Program documents** providing the department with information, consents and training
- **Employment information** on Appalachian State University form. This may be used in planning for the Summer NUR 5901 course. Should students change employment, they must provide updated information to the program.
  - *Students in the MSN program who are not employed will need to contact the Appalachian State University graduate Programs Director by November 1.*
- **Personal Data (Appalachian State University Form):** Any changes in name, address, or phone number; and changes in licensure should be communicated with course instructors, program director, administrative assistant, Director of Compliance and Student Support within 2 weeks of occurrence. The Appalachian State University Banner system information for the University should also be updated. (<https://registrar.appstate.edu/students/updating-personal-information>)
- **Health and Immunizations Requirements** must be met by all students. **Deadline November 1.**
- **PLEASE NOTE:** Only Appalachian State University Forms will be accepted. Forms are available in the Graduate Student Project Site and/or the compliance system site.
- ALL documents must include the following:
  - Student Name (full name with maiden and married name on all pages)
  - Banner ID (on all pages)
  - Provider of medical information (on document)
    - Name
    - Address or phone
  - Meeting the Appalachian State University and NCCCEP compliance requirements students must order and create an account with the compliance system vendor to house all mandatory requirements. Students will be given specific information on this process. ***Please see instructions at the end of this document.***
    - Documents should be combined into one single pdf file whenever possible prior to uploading. Multiple pages should NOT be uploaded. Refer to the FAQ videos for information on how to combine photos or scanned pages into one document.

### REQUIREMENT DETAILS (deadline Nov. 1)

- **A physical exam (Appalachian State University Nursing Form)** - all sections should be completed and signed by the provider.
- **Safety and Technical Standards assessment** by healthcare provider. (Appalachian State University Nursing Form)
- **Immunizations** (see information on the Compliance Checklist for details)
- **Tuberculosis (TB) screening** requirement: (Appalachian State University Nursing Form)
  - Initial TB screening
    - Two step tuberculosis skin testing (tst)
      - 2 separate tst administered 7 – 21 days apart (and read at 48-72 hours)

**OR**

- IGRA lab test for TB
  - QuantiFERON GOLD or T SPOT in last 2 months

**OR**

- Provider review of risk and symptoms if a student has a history or new positive test. (See Appalachian State University form)
- Annual TB testing
  - a one step repeat tst administered within 364 days of the initial two-step testing.

**Hepatitis B vaccine requirement:**

- Three Dose vaccination series OR Two dose series (Heplisav or Adult Recombivax at ages (14 – 18)
- AND**
- Lab titer documented as immune
    - If equivocal or not immune results, three dose series is to be repeated followed by a repeat titer one month after repeat series completed.

**OR**

- Declination of the vaccination or the series (Please e-mail the Director of Compliance/Student Support for information and the Appalachian State University declination form)

**MMR vaccine requirement:**

- Two dose vaccination series.
  - Both doses must be received on or after the 1st birthday
  - Doses to be received no less than 28 days apart.

**OR**

- Lab titer documented as immune
  - If equivocal or not immune results, three dose series is to be repeated followed by a repeat titer one month after repeat series completed

**Tetanus, Diphtheria and Pertussis requirement:**

- Three dose series of a tetanus containing vaccination (DPT, DTaP, or Td)
  - Prelicensure BSN program only.
- Tetanus, Diphtheria and Pertussis, Adult vaccination
  - All programs
  - Tdap (Boostrix or Adacel)
  - Received at age ten or older
- Tetanus containing vaccination within the last ten years (Tetanus, diphtheria (Td) or Tdap)

**Varicella/Chicken Pox Immunity requirement:**

- Two dose vaccination series.
  - Both doses must be received on or after the 1st birthday
  - Doses to be received no less than 28 days apart.

**OR**

- Lab titer documented as immune
  - If equivocal or not immune results, three dose series is to be repeated followed by a repeat titer one month after repeat series completed
  - **NOTE:** Proof of prior disease will NOT meet this requirement.

### **Annual Influenza Vaccine** (Appalachian State University Form):

- One dose of the influenza vaccination is required annually.
  - Quadrivalent injection
  - **Received in the month of October**
  - Documented on the Appalachian State University Nursing Program form only
    - This will include: Name of drug, date of administration, site of administration, manufacturer, lot number and expiration date

### **Basic Life Support/CPR:** Students will maintain and provide documentation of this.

- American Heart Association. No other certifications accepted unless an exception has been approved by the Graduate Program Director.
  - Deadline: by November 1, the student will submit supporting card/e-card to the compliance system database.

### **The NCAHEC Online Core Orientation:**

- Completed annually.
- The URL address for the core orientation will be made available during orientation. This orientation is updated by NCAHEC annually.

### **Criminal Background Check (CBC)**

- Must be ordered through the compliance account vendor. The CBC results will populate in the compliance system for review (this is part of the account order bundle).
- CBC to be completed by the compliance vendor system. Tests from other vendors will not be accepted.
- The CBC will include the following:
  - 7-year search based on Social Security Number, Name, and Address history to include:
    - State and nationwide Criminal background record
    - National sex offender registry check
    - Office of the Inspector General/Healthcare Fraud and Abuse check

### **Urine Drug Screen (UDS).** A negative Urine Drug Screen test is required and

- Must be ordered through the compliance account vendor and completed **within 30 days of the account order.** (The fee is part of the order bundle. If not completed in 30 days a new order/fee may be required).
- During the ordering process, options for outpatient labs (by zip code) will be given to select the site for the drug test. Drug Screening to be completed by the department compliance system only. Tests from other vendors will not be accepted.
- The UDS is a 12 panel test and will include:
 

○ AMP amphetamine	BAR barbiturates
○ BZP benzodiazepines	COC cocaine
○ MTD methadone	METH methamphetamines
○ MDMA ecstasy	OPI opiates
○ OXY oxycodone	PCP phencyclidine
○ PPX propoxyphene	THC marijuana

**NOTE:** When going to UDS appointments, make sure that you have your registration number from your account order available and have an accepted photo ID.

For Questions regarding these requirements contact Dr. Becki Turpin, Director of Compliance and Student Support at 828-262-8080 or [turpinrl@appstate.edu](mailto:turpinrl@appstate.edu) .

## DEPARTMENT COMPLIANCE INSTRUCTIONS

**The current vendor used by the Department of Nursing is American Databank's Complio system. As directed, you will scan in all requirements as outlined in the compliance system.**

All information regarding compliance will be maintained/updated in the Graduate Student Project site.

- Create an account by following the detailed instructions in the Complio Instruction Guide (located in the Graduate Student Project site).

### Documents must include:

- Only Appalachian State University Forms will be accepted as indicated above. Forms are found in the Graduate Student Project site.
- ALL documents must include the following or the information will be rejected by the compliance system staff per Appalachian State University instructions:
  - Student Name (full name with maiden and married name **on all pages**)
  - Banner ID (**on all pages**) – remember to insert in the pdf or write in before scanning of medical information (**on each document**)
    - Name
    - Address or phone

### Uploading Information:

- As noted before, multiple pages should be scanned into one pdf prior to uploading.
- Screenshots of documents are discouraged as these often do not expand to a readable size.
- If you have any problems with failures to upload, please contact the vendor through their customer support line for assistance.
- If you have rejections for forms, please read carefully the comments sent back to you through the system to determine ways to rectify the rejection.
- If for some reason, you are doing a renewal upload, but find they have not yet set up a new renewal category for upload, contact the customer support line for assistance.

### Compliance Auditing:

The Director of Compliance/Student Support will review compliance periodically to ensure compliance with requirements. Should compliance records indicate non-compliance, these reports will be sent to the Graduate Program Director for further review and actions. Compliance is mandatory and failure to be in compliance can result in program probation or suspension.

### Additional Compliance Requirements Specific to Clinical Agencies:

In preparation for NUR 5901 (Clinical Practicum) or NUR 5900 (Education Practicum), clinical agencies and/or outside educational institutions may require students to establish additional compliance or rotation scheduling accounts for a fee. Some of these will have agency specific requirements for additional uploads and/or may allow the student to share their compliance system data via an interface. For more detail regarding additional requirements, students are expected to check with the clinical agencies or outside educational institutions at least 3 months in advance to ensure adequate time for completion.

