

University of Missouri-St Louis College of Nursing

Post-Graduate Certificate Program Student Handbook 2018 - 2019

Table of Contents

Welcome Letter	4
Overview	
Introduction	5
History	5
Mission	5
Student Participation in College Committees	5-6
Essential Abilities.....	6
Non-Discrimination	6
UMSL Graduate School	
Overview	7
Policies	7
Graduation and the PGC Form	7
Curriculum	
Plan of Study (POS).....	8
PGC Eligibility.....	8
Population of Focus	8-9
PGC Residency Requirement	10
Research Statement.....	10
Independent Study Guidelines.....	10-11
Intensives.....	11-12
Evaluation	
Grading Procedure.....	13
Grading Scale.....	13
Failing.....	13
Posting Grades.....	14
Assessment of Institutional Effectiveness	14
Residency Policies	
Residency Information.....	15
Dress Code	15
Health Services, Health Insurance, and Malpractice Coverage.....	15-16
CastleBranch Requirements	16-19
Injury to Student/Exposure.....	19
Student Clinical Counseling Form	19-20
Office of Student Services	
Current Students.....	21
International and Permanent Resident Students	21
Adding and/or Dropping Course(s)	22
Student Academic Policies	
Progression Policies	23
POS Revision and/or Dismissal.....	23
Petition for Exception.....	23
Grade Appeal Procedure.....	23-24
Leave of Absence.....	24
Student Responsibilities	
Statement of Scholarly Work	25
Code for Academic and Professional Conduct.....	25

Statement of Academic Honesty	25
UMSL Student Conduct Code and Discipline.....	25-26
Civility	26
Social Media Policy	26-27
Guidelines for Appropriate Social Media Use.....	27-29
General Information	
Computer Proficiency Requirement	30-31
Nursing Graduate Majors Canvas Site	31
Computer Technology/Student Laboratories	31
Communication.....	31
Faculty and Staff Offices and Mailboxes	31
Student Organizations	31-32
Appendix	
Independent Study Approval Form.....	34
PGC Handbook 2018-2019 Agreement	35

Greetings!

Welcome to the University of Missouri- St. Louis (UMSL) and to the College of Nursing (CON). The faculty and staff at the CON would like to congratulate you on reaching this amazing milestone in your life and future career. We hope your time at UMSL and academic studies within the CON will provide you with the knowledge, skills, and life-changing experiences that will best prepare you for your next career goal.

This handbook was created to assist you through your academic journey, as well as provide resources to a variety of UMSL policies and procedures to be aware of. Please utilize this handbook throughout the academic year to help navigate through your academic program and assist with any questions you may have.

To assist in this transition, below are some key individuals to be aware of:

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Our dedicated faculty and staff are here to help you succeed throughout your nursing education. Please reach out to them if you need further information, assistance, or clarification.

Best of luck during this academic year!

Overview

Introduction

This handbook contains material specific to the College of Nursing (CON), including policies regarding progression and retention. It is meant to supplement the information contained in the University Bulletin (<http://bulletin.umsl.edu/collegeofnursing/>) and the Triton Manual (aka Student Planner) (<https://issuu.com/umslcampuslife>). You are encouraged to review all three of these manuals to obtain important information that will assist you in planning and implementing your program of study. Please feel free to contact your Academic Advisor, Stacy Pearson, by e-mail at pearson@umsl.edu or by phone at 314-516-7028 if you have any further questions.

History

The University of Missouri–St. Louis (UMSL) is one of four campuses that constitute the University of Missouri, the ninth largest university system in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state.

For more specific information on the CON's history, please visit the CON website: <http://www.umsl.edu/~nursingweb/About%20the%20College/index.html>

Mission

The mission of the CON at UMSL is to shape the future of nursing and healthcare locally, regionally, nationally and globally through education, research, practice and policy. We develop nurses who are dedicated to the pursuit of excellence and leadership through innovative baccalaureate and doctoral programs. We leverage strategic partnerships to generate, translate, disseminate and apply knowledge that will improve health.

In accordance with its most recent Strategic Plan (approved in April 2013), the CON at UMSL has also adopted its own Vision Statement, Strategic Priorities and Core Values, all of which can be viewed on our website:

<http://www.umsl.edu/~nursingweb/About%20the%20College/Mission%20Statement.html> .

Student Participation in College Committees

Students are encouraged to participate on college committees. The CON offers two committees graduate students can serve on:

1. *Scholarship, Research and Evidence-Based Practice Committee:*
 - a. Provides leadership for nursing research and scholarship.
2. *Graduate Committee:*
 - a. Provides leadership for graduate curriculum, certification, program evaluation, and student relations.

Committees meet monthly. Students may address concerns to specific committees by contacting the chair of the committee. Those who are interested in serving on one of these committees should contact their Academic Advisor, Stacy Pearson, by e-mail at pearson@umsl.edu or by phone at 314-516-7028 if you have any further questions.

Essential Abilities

Students must be aware of the Essential Abilities Requirements set forth by the National Council of State Boards of Nursing, Inc., which includes cognitive, sensory, and psychomotor competencies that are necessary to practice nursing. A student must, with or without reasonable accommodation, satisfy these requirements, which can be found by clicking on the following link:

https://www.jcschools.us/cms/lib03/MO01909951/Centricity/Domain/2854/PN_functional_abilities.pdf

If a student has a physical, mental or any other disability that requires special accommodation to meet the nursing program requirements, the student must provide the Disabilities Access Services Office with the proper documentation (<http://www.umsl.edu/services/disability/>). The CON will endeavor to make reasonable modifications and otherwise reasonable accommodations for students with disabilities. Any requests for accommodations will be evaluated by UMSL's Disabilities Access Services Office in collaboration with the CON as appropriate.

Non-Discrimination

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

UMSL Graduate School

Overview

Your post-graduate certificate (PGC) education is guided by policies of the UMSL Graduate School. For information regarding the UMSL Graduate School, please visit the Graduate School's website at the following link: <http://www.umsl.edu/gradschool/>

Policies

PGC education is guided by policies of the UMSL Graduate School. The UMSL Graduate School awards your certificate. Many of these policies and procedures are tailored to meet the need of PGC students in the CON. The following link provides the policies of the UMSL Graduate School: <http://www.umsl.edu/gradschool/about/policies.html>. The graduate school requires a minimum of 18-credit hours for a PGC.

Graduation and the PGC Form

A "G10" Form is an "application for graduate certificate", which is required by the graduate school. This form must be completed at the beginning of the final semester, in which graduation is anticipated. The "G10" Form can be found on the following graduate school website: <http://www.umsl.edu/gradschool/forms.html>

Curriculum

The UMSL CON recognizes that graduate education provides nurses with both the skill and knowledge to confidently and successfully take on advanced practice roles in nursing.

Plan of Study (POS)

Students must complete and sign a POS in consultation with the graduate academic advisor before or during the 1st semester of study. A student must have satisfactorily completed all prerequisites with a minimum grade of a "B" prior to registering for any graduate nursing courses. The POS may be used as a guide for registration of courses.

PGC Eligibility

The CON requires the following courses for successful completion of a PGC:

1. Advanced Pathophysiology
2. Advanced Pharmacology
3. Advanced Health Assessment
4. Clinical Diagnostics
5. Diagnosis and Management I
6. Diagnosis and Management II
7. Advanced Practice Residency

Population of Focus

The curriculum for the PGC students is individualized on a per-student basis. UMSL offers PGC's in the following areas:

- 1. Adult/Geriatric Nurse Practitioner- Primary Care (ACNP):**
 - The role of the AGNP is to provide primary care to adults from youth (14-years of age) through geriatrics with an in-depth knowledge and experience in the primary health care needs for well-person care and the prevention/management of common adult acute illnesses and chronic conditions. This primary care is provided to support the optimal health of adults within the context of their family, community, and environmental setting. Although AGNPs practice primarily in private practices and ambulatory clinics, their scope of practice may also extend into the residential care and inpatient settings and is based upon the needs of the patient. (AACN, 2013)
- 2. Family Nurse Practitioner- Primary Care (FNP):**
 - The graduate of an FNP program is prepared to provide primary care for individuals and families across the lifespan. The FNP role includes preventative healthcare, as well as the assessment, diagnosis and treatment of acute and chronic illness and preventative health care for individuals and families. Family nurse practitioners demonstrate a commitment to family – centered care and understand the relevance of the family's identified community in the delivery of family- centered care. (AACN, 2013)
- 3. Pediatric Nurse Practitioner- Acute Care (PNP-AC):**

- A graduate of the PNP-AC program is prepared to care for children with complex acute, critical and chronic illness across the entire pediatric age spectrum, from birth to young adulthood. Circumstances may exist in which a patient, by virtue of age, could fall outside the traditionally defined PNP-AC population but by virtue of special need, the patient is best served by the PNP-AC. The PNP-AC implements the full scope of the role through assessment, diagnosis and management with interventions for patients and their families. The PNP-AC provides care to patients who are characterized as “physiologically unstable, technologically dependent, and/or are highly vulnerable to complications” (AACN Scope and Standards, 2006, p 9), and a continuum of care ranging from disease prevention to critical care in order to “stabilize the patient’s condition, prevent complications, restore maximum health and/or provide palliative care” (AACN p. 10). Patients may be encountered across the continuum of care settings and require ongoing monitoring and intervention. (AACN, 2013)
4. **Pediatric Nurse Practitioner- Primary Care (PNP-PC):**
 - The role of the PNP-PC is to provide primary care to children from birth through young adult with an in-depth knowledge and experience in pediatric primary health care including well child care and prevention/management of common pediatric acute illnesses and chronic conditions. This care is provided to support optimal health of children within the context of their family, community, and environmental setting. Although PNP-PC practice primarily in private practices and ambulatory clinics, their scope of practice may also extend into the inpatient setting and is based upon the needs of the patient. (AACN, 2013)
 5. **Psychiatric-Mental Health Nurse Practitioner- Primary Care (PMHNP):**
 - The PMHNP focuses on individuals across the lifespan (infancy through old age), families, and populations across the lifespan at risk for developing and/or having a diagnosis of psychiatric disorders or mental health problems. The PHMNP provides primary mental health care to patients seeking mental health services in a wide range of settings. Primary mental health care provided by the PMHNP involves relationship-based, continuous and comprehensive services, necessary for the promotion of optimal mental health, prevention, and treatment of psychiatric disorders and health maintenance. This includes assessment, diagnosis, and management of mental health and psychiatric disorders across the lifespan. (AACN, 2013)
 6. **Women's Health Nurse Practitioner- Primary Care (WHNP):**
 - The WHNP provides primary care to women across the life cycle with emphasis on conditions unique to women from menarche through the remainder of their life cycle within the context of sociocultural environments – interpersonal, family, and community. In providing care, WHNP considers the inter-relationship of gender, social class, culture, ethnicity, sexual orientation, economic status, and socio-political power differentials. (AACN, 2013)

PGC Residency Requirement

The PGC residency requirement may be satisfied with direct patient care hours. A minimum of 600 practice hours is required for a PGC.

What is considered residency practice hours?

- Residency practice hours refer to hours in which patient care is direct. Direct patient care is provided to individuals, families, and populations in a population-focused area of practice. Residency experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the types of patients in which the populations of focus may serve (e.g., primary care, skilled nursing, behavioral health, women's health, specialty care, etc.).
- Residency hour credit may apply. Residency hour credit is approved by the area emphasis coordinator and PGC/DNP Program Director, however, a student must still register for a minimum of eight credit hours in residency.

How are preceptors selected?

- Preceptors may be selected by the student, the graduate residency coordinator, or the area emphasis coordinator. The preceptor must be approved by the area emphasis coordinator or PGC/DNP Program Director.
- At least half of the precepted hours must be with an APRN or a nurse in a leadership position with a minimum of a master's degree.
 - Depending on the type of experience, the preceptor must be licensed or authorized to practice in the state in which the residency experience will occur.
 - If the preceptor is an APRN, the preceptor must be recognized as an APRN by the state in which the residency experience will occur and be board certified.
 - Preceptors must have a minimum of one-year experience.

Research Statement

Any research conducted as part of the student's formal studies at the University must be reviewed and approved by the CON. Approval by both the CON's and the University's Institutional Review Board must be obtained prior to initiation of data collection. Specific information may be obtained through UMSL's Office of Research.

Independent Study Guidelines

An independent study (NURSE 6875- Special Study in Graduate Nursing) is available as an elective means of increasing knowledge within a student's content area. Students who wish to pursue an independent study must follow these guidelines:

- The student is responsible for identifying and initiating contact with a faculty member whose content area is of interest to the student, either inside or outside the CON.

- The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded on the Independent Study Approval Form and one copy is to be placed in the student's permanent file (See Appendix). This form must be completed **PRIOR** to registering for the course.
- The faculty member provides guidance as needed throughout the course; the degree of independence will vary with student learning objectives.
- Credit allocation can vary from 1-3 credits per semester depending on the nature of the objectives and content requirements. Credit value is calculated as 1 classroom hour per week = 1 semester credit. No more than 6 independent study credits may be used to meet graduation requirements.

Intensives

Intensives are a three-day, on-campus experience including training and simulation that cannot be otherwise be completed online. Intensives are always on a Wednesday, Thursday, and Friday. PGC students are only required to attend one specified day for each of the following intensives, however, a student may choose to attend all three days:

<i>DNP Intensive #</i>	<i>Associated Course</i>	<i>Example of Activities</i>	<i>Dates</i>
1	Orientation	<ul style="list-style-type: none"> • Accessing/using technology • Library services • Other UMSL services • DNP vs PhD • Social determinants of health and implicit bias exercises 	Wednesday First week of fall semester
2	Advanced Health Assessment <i>Not required, unless requested by the area emphasis coordinator or the PGC/DNP Program Director.</i>	<ul style="list-style-type: none"> • Conflict resolution • Assessing systems (e.g., ophthalmic, ENT, etc.) • Documenting a general H&P • GYN and prostate examination (OSCE)* • Perform a well-adult exam (OSCE)* 	Friday First full week before spring break
3	Clinical Diagnostics	<ul style="list-style-type: none"> • X-ray interpretation • Serum/Urine diagnostic interpretations • ECG interpretation • Splinting/suturing/abscess/nerve blocks • Assessing and documenting a pediatric H&P • Perform a well-child exam (OSCE)* 	Friday Third full week of June
4	Diagnosis & Management 1	<ul style="list-style-type: none"> • Understanding rural communities • Domestic violence, child maltreatment, sexual assault 	Friday First full week after Thanksgiving

	(e.g., Leadership 1, Family Health 1, Child Health 1, etc.)	<ul style="list-style-type: none"> • Bright Pink (breast evaluation) • Female Athlete Triad • Assessing and documenting a sports physical • Perform a sports physical (OSCE)* 	
5	Diagnosis & Management 2 (e.g., Leadership 2, Family Health 2, Child Health 2, etc.)	<ul style="list-style-type: none"> • Long-Acting Reproductive Contraceptive (PARC) training • Public Health Department services • Assessing and documenting a mental health H&P • Perform a mental health exam (OSCE)* 	Friday Last full week of April

Evaluation

Grading Procedure

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Students who are not making satisfactory progress in courses at midterm are encouraged to confer with course faculty and the Office of Student Services.

Many nursing courses include both class and residency learning experiences. In order to successfully complete a graduate nursing course, students are required to have satisfactory achievement in all courses. A minimum grade of a “B” with satisfactory residency performance is required for successful completion of clinical courses. An overall GPA of 3.0 must be maintained throughout the graduate nursing program.

Grading Scale

The CON has adopted the following grading scale. Nursing grades are recorded as letters, with pluses and minuses used at the discretion of the faculty. The Graduate School does not recognize “D” grades.

<u>Percentile Score</u>	<u>Letter Grade</u>
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95-100	A
93-94	A-
91-92	B+
87-90	B
85-86	B-
82-84	C+
76-81	C
Below 80	F

Students often take classes from other departments, colleges at UMSL, or from other universities in the area. You will receive the grade using the grading scale that is in place at that institution. These grading scales are likely to differ from the CON grading scale. Be sure to check your syllabus and with your instructor if you have any questions.

Failing

In the CON Graduate program, "failing" is defined as an average below 80% at the time of withdrawal or course completion. Students must earn a 81% based on exams/quizzes prior to the addition of numerical points from any additional projects, papers, or class activities, which includes class participation and attendance, in order to pass the course. An overall GPA of 3.0 must be maintained to remain in the program.

Posting Grades

In respect for student privacy, students' grades are not posted in a way that would allow for individuals scores to be identified by others. Faculty are required to only post grades on the Canvas course gradebook.

Assessment of Institutional Effectiveness

UMSL has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for themselves.

Student feedback is important to the CON. During their final semester of courses, graduating students will be asked to participate in an electronic survey hosted by Educational Benchmarking, Inc. (EBI). This survey gives students the opportunity to express their opinions about the CON and the PGC program.

Residency Policies

Residency Information

See the Residency Guide for all residency information and guidelines.

Dress Code

Dress in the classroom is casual.

In the clinical area, students are expected to comply with the dress code outlined below or delineated by the clinical facility.

Items to wear for the clinical experience:

1. Business casual dress;
2. Lab coat;
3. Facility or UMSL Identification Badge.

Items not appropriate for the clinical area:

1. Jeans or any other denim clothing while preparing or caring for patients at any clinical site;
2. Shorts, yoga pants, short skirts, or halter tops;
3. Sandals, clogs, and/or open-toed shoes are prohibited;
4. Apparel that has other logo or affiliations other than UMSL.

Additional Requirements:

1. Athletic and/or dirty shoes are not acceptable;
2. Jewelry is limited to one pair of small earrings, and one ring on each hand;
3. Nails are to be no more than ¼” long;
4. Students with tattoos are required to have those tattoos covered at all times during clinical experiences;
5. Students with multiple piercings are required to remove the studs, rings, etc., while in the clinical setting.

If students are improperly dressed, the nursing staff and/or faculty have the right to tell the student they must leave the division.

Health Services, Health Insurance, and Malpractice Coverage

All students should have health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including residency agencies. **UMSL students are not covered by UMSL, UMSL Worker’s Compensation, or the residency agencies.**

Faculty, staff and students enrolled in courses of instruction or practical training offered by, or under the supervision of the University of Missouri, are provided medical

professional liability coverage under the University of Missouri Medical Professional Liability self-insured plan.

University Health Services is a cost-effective clinic to get all of the requirements completed 314-516-5671 OR you can bring the form to your personal healthcare provider to complete. If your healthcare provider chooses to use a different form or gives you copies of your immunization record, you are still required to have the information transferred to our record. This ensures that all required information is obtained.

*NOTE: University Health Services gets extremely busy before the start of each semester. You are strongly encouraged to schedule your appointment ASAP to avoid not being in compliance with your health documents.

CastleBranch Requirements

Before beginning the program or residency, all students must be in compliance with the health and immunization policies of the UMSL College of Nursing. All DNP and Post-Graduate Certificate students are required to set up an account with Castle Branch, the College's secure, online tracking system for clinical compliance.

There is a one-time fee of \$126.75 for the background check, drug test, and medical document tracker. The background check and initial drug test are only completed before or within the first semester of the graduate nursing program, however, the medical document tracker will need to be updated at the beginning of each semester where residency hours are anticipated.

Below are items that will need to be completed through CastleBranch:

1. **Criminal Background Check (CBC)** – A one-time criminal background check must be completed before or at the beginning of the program through Castle Branch. Results are sent directly to the UMSL CON and are confidential.
2. **Missouri's Family Care Safety Registry (FCSR)** – MO FCSR is part of our criminal background check requirement. You are required to register in the MO FCSR before setting up a Castle Branch account.
 - *To register online, go to:*
 - <https://webapp02.dhss.mo.gov/bsees/WelcomeToRegistrationInformation.aspx?ID=9&TEXT=FLUSH&mainMenuFlush=Y&sk=SK1967060855>
 - or complete the paper form and apply by mail. There is a life-time fee of \$13 (plus a \$1.25 processing fee if you register online). If you have already registered, there is no need to register again. To identify if you are an MO FCSR registrant, go to the link below and enter your Social Security Number:
<https://webapp02.dhss.mo.gov/bsees/IsAPersonRegistered.aspx?ID=2&sk=SK1967060855>
 - Castle Branch will not be able to pull the report and upload it into your account until you have successfully registered in the MO FCSR

database, and all the personal identifiers provided to Castle Branch match with the information registered in the MO FCSR.

3. **Urine Drug Screen (UDS)** – A one-time UDS must be on record. Instructions are provided in Castle Branch for locations for a LabCorp facility where the UDS must be completed. Results are automatically recorded into Castle Branch and are confidential between the student and the UMSL College of Nursing.
4. **Health Insurance** – All students are required to have health insurance. Students are responsible for any injuries that occur at residency sites. UMSL's Health, Wellness and Counseling Services offers student health insurance. You do NOT need to provide proof of health insurance with your health documents.

Evidence of the following must be submitted into Castle Branch at the beginning of the graduate program and will need to be updated to remain in compliance before every semester where residency time will be completed.

1. **MMR (Measles, Mumps, and Rubella)** – Documentation of either a positive MMR titer or 2 MMR immunizations. If your titer result is equivocal or negative, you will need to get the immunization for MMR (1 MMR booster vaccine for equivocal and 2 dose of MMR vaccine for negative).
2. **Varicella (Chicken Pox)** – Documentation of either a positive Varicella titer, 2 Varicella immunizations, or history of disease. If your titer result is equivocal or negative, you will need to get the Varicella immunization (1 booster vaccine for equivocal and 2 dose of Varicella vaccine for negative). If you have had Varicella (Chicken Pox) as a child, a medically documented history of the disease is acceptable.
 - The vaccine is available at the County Health Department or your private healthcare provider's office. The Varicella immunizations may interfere with the reading of your PPD skin tests, so please check with your health care provider regarding timing of these two requirements.
3. **Hepatitis B** – This requires several, spaced vaccinations. As long as you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance. Documentation of positive titer is also acceptable. If your titer result is equivocal or negative, you will need to get the Hepatitis B immunization (1 booster vaccine for equivocal and 3 dose of Hepatitis B vaccine for negative). If you decline the Hepatitis B vaccination, complete the Hepatitis B Declination Form (available for download in Castle Branch) and upload it to your Castle Branch account.
4. **Tdap/Td** – Tetanus, Diphtheria, and Pertussis (Tdap) vaccine performed no more than 10 years ago is required. Upon renewal, a Td booster vaccine is sufficient (renewed Tdap vaccine is also acceptable). If the latest Tdap vaccine is older than 10 years, submit the documentation along with the Td booster record.
5. **PPD** – Proof of a two-step purified protein derivative (PPD) skin test is required for the initial submission. A two-step PPD involves 2 separate injections (each skin test will need to be read 2-3 days later) at least 1 week apart and no more than 3 weeks apart. If a two-step PPD was done in the past, submitting the record along with consecutive annual PPD (single injection) is acceptable, as long as each annual PPD

was performed no later than 365 days from the previous test date. Another option for the initial submission is the Interferon-Gamma Release Assays (IGRAs) or the whole-blood tests for TB infection. These include QuantiFERON®-TB Gold and T-Spot TB test.

- TB tests are good for one year. Upon renewal, annual PPD skin test or the whole-blood tests for TB infection are required. Please keep in mind that to be considered in compliance, the renewal administered date must be no later than 365 days from the latest test date. If it is overdue (more than 365 days), a new two-step PPD skin test is required.
 - If you have a positive PPD skin test or ever tested positive, submit a chest x-ray performed after the positive test along with a completed school TB Symptom Check Form (available for download in Castle Branch). You have to submit a school TB Symptom Check Form annually (within 365 days after the latest submission) throughout the remainder of your nursing program.
 - Please note that it is important that you get a PPD skin test completed BEFORE you go on to have any further vaccinations since many immunizations/vaccinations (especially live virus vaccines) interfere with the reading of a TB skin test.
6. **Flu (Influenza) vaccine** – Proof of a current flu vaccine is required each fall semester. There are several free clinics in the St. Louis area that assist with fulfilling this requirement. You can also receive the vaccine via your private healthcare provider's office, Target Pharmacy, Walgreen's, etc. Please wait until the current flu season (Sept./Oct.) to fulfill this requirement. Proof of the current flu vaccine is always due by October 15th.
 7. **CPR** – The UMSL College of Nursing requires the American Heart Association BLS for the Health Care Provider, which is good for two years. Your certification must remain current throughout the entire academic year. Online CPR classes are not permitted. Please contact the American Heart Association directly or via their website and search for BLS for the Health Care Provider class dates and times. The BLS certification from the American Red Cross is also acceptable.
 8. **HIPAA** – All students must complete HIPAA training and include a copy of the completion certificate (continuing education certificate or verification of completion) in the Castle Branch medical document manager. Proof of completion from a student's employer within the last two years is acceptable. If HIPAA training is needed, the 30-minute training may be completed from Pro HIPAA: <http://www.prohipaa.com/en> and a certification card or document may be purchased for \$19.95.
 9. **RN License** – A copy of a valid RN license must or proof of a valid license (e.g., screen shot of validity from nursys.com) must be uploaded into Castle Branch.

A criminal background check is required prior to the entry into the program. Additional requirements and/or disclosures may become necessary throughout the course of the program or be required by the residency agency. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

A drug screen is required prior to entry into the program. Random drug/alcohol screening could occur throughout the academic year if faculty/staff believes a student is impaired in the residency setting. Additional requirements and/or disclosures may become necessary throughout the course of the program. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

- a. If an additional drug screen is requested (after the first initial drug screen), it must be completed **immediately** at a LabCorp facility and will be at the expense of the student.
- b. If a student has a positive drug screen, they will not be allowed to attend clinical.

Injury to a Student/Exposure

Students who incur any type of injury must report the injury (residency agency's may or may not report the injury). Students should seek treatment at the facility or provider of their choice ASAP after the injury is incurred. All students should have health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including residency agencies. UMSL students are not covered by UMSL, UMSL Worker's Compensation, or by the residency agencies.

If a student is exposed to a patient or patients with tuberculosis, the student must seek treatment from a health care provider and follow the protocol established by the City or County Health Department (baseline PPD and PPD 8-10 weeks after exposure). All costs incurred are to be covered by the student's health insurance.

Exposure to blood borne pathogens will be handled according to the residency agency's policy.

The CON **is not** responsible for any charges that are incurred for treatment. The student must submit proof of treatment to the clinical coordinator before being allowed to return to the classroom or clinical.

Student Clinical Counseling Form

1. Serious violations of the safe practice policy may result in immediate dismissal from clinical and failure of the course. The form then serves as notice of that failure.
2. Students will be given a verbal warning of any behavior or practice that puts them at risk of failure.
3. If the faculty member feels that the student needs further counseling or if the behavior is repeated a student counseling form will be completed. However, failure to complete the form does not mean that the student has successfully completed the clinical/course objective necessary to pass the course.
4. The Student Counseling Form provides a written description of the situation as it relates to course objectives or program policies. This counseling form is used to provide supplemental support to the student.
5. The Student Counseling Form will identify remedies to resolve the problem.

6. Any combination of a verbal warning and a written warning puts a student at risk for failure of the course.
7. The faculty is not required to issue verbal or written warnings for items stated in the syllabus and/or student handbook. For example, attendance policy, dress code, clinical paperwork, etc.

Office of Student Services

The Office of Student Services can assist you in a variety of ways, such as advising, registration, and referrals to campus resources. Questions about the curriculum, prerequisites, and course requirements should always be directed to the graduate academic advisor in the CON. Academic support services, such as tutoring, study groups, workshops, etc. are coordinated by the CON's Student Success & Retention Coordinator, Tiffany Izard, izardt@umsl.edu or at 314-516-7076.

The Office of Student Services is located on the 1st floor of the Nursing Administration Building on South Campus. You may schedule an appointment by calling the CON front desk during normal business hours (Monday-Friday, 8:00am-5:00pm) at 314-516-6066. One day throughout the week during the academic year, the Office of Student Services will be open until 6pm. Direct contact information for each of our staff members can be found on our website (<http://www.umsl.edu/~nursingweb/About%20the%20College/Staff.html>).

Current Students

We hope to make the registration process as easy as possible for you. Shortly before registration time, you will receive two emails to your UMSL email account: one from the Office of the Registrar and one from the CON.

The email from the Office of the Registrar will include your registration date, which is assigned by class standing (graduate students and seniors first, juniors next, etc.). **Be aware that it is not an appointment.** It is simply the first day that you will be *eligible* to register for courses.

All PGC students must meet with the graduate academic advisor to discuss their POS initially. Meetings can be scheduled via email or by phone. Together, the graduate academic advisor and the student will register the student for their first semester. After the first semester, students will be responsible for registering in subsequent semesters according to their POS.

International and Permanent Resident Students

International students must meet all requirements for admission to the Graduate School. In addition, international students whose native language is not English and who have spent less than two of the last three years in an English-speaking country are required to submit scores from an internationally accepted standardized examination before a decision is made on admission.

All students with international coursework (whether they are classified as an international student, as a citizen, or as a permanent resident of the United States) must submit official transcripts from the international school(s). International Admissions and Transcript information is available from International Student and Scholar Services.

(www.umsl.edu/international)

To Add and/or Drop Course(s)

To add and/or drop a course after you initially register for courses, you must contact the graduate academic advisor in the CON. Students may call the CON front desk to schedule a follow-up appointment to make changes to their schedule, or they may contact the graduate academic advisor directly (if it is a minor change).

Students must be aware of the add/drop deadlines set forth by the Office of the Registrar, as well as the reassessment schedule set forth by the Cashier's Office.

- Add/Drop Deadlines: <http://www.umsl.edu/~registration/students/add-drop-change.html>
- Reassessment Schedule: <http://www.umsl.edu/cashiers/tuition-fees/fee-reassessment.html>

Student Academic Policies

Progression Policies

The maximum time allowed for completion of a PGC is five years after initiation of coursework.

The CON has implemented the following policies regarding progression in the PGC program:

- A student may **NOT** progress in the PGC program with a GPA less than 3.0.
- A minimum grade of a “B” must be achieved in all clinical courses. Only one repeat attempt is allowed.
- No course may be repeated more than once.
- No nursing or elective course taken to satisfy degree requirements may be taken on a satisfactory/unsatisfactory basis (or pass/fail).

POS Revision and/or Dismissal

A student who is on probation for two consecutive semesters during their program of study will be dismissed, unless the Dean of the Graduate School approves an exceptional request for continuation from the area emphasis coordinator and the PGC/DNP Program Director. Upon recommendation of the CON, the Graduate School may dismiss any student who does not make adequate progress. The Graduate School is responsible for sending dismissal letters to students, with copies sent to the graduate academic advisor, the PGC/DNP Program Director, the Graduate Admissions Office, and the Financial Aid Office.

Students who do not successfully complete a course are at risk of becoming “out of sequence” and potentially delaying their graduation. Such students must meet with both the graduate academic advisor in the CON or the area emphasis coordinator to redesign their POS.

Any changes to the POS must be approved by the graduate academic advisor, the area emphasis coordinator, and/or the PGC/DNP Program Director.

Petition for Exception

A “Petition for Exception” may be filed by a student regarding coursework, course sequence, exemption from a specific course, and other exceptions related to progression through the curriculum. The petition is made to the CON Graduate Committee. Please contact the graduate academic advisor for details.

Grade Appeal Procedure

On each campus of the University of Missouri, it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the UMSL campus, the Chancellor has delegated responsibility for the overseeing the grade appeal process to the Executive Vice Chancellor for Academic

Affairs/Provost. The Executive Vice Chancellor for Academic Affairs/Provost is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, an officer is responsible for seeing that the procedures are appropriately followed.

The CON endorses the grade appeal procedures of UMSL and has only changed terminology to reflect the administrative positions and faculty committees of the CON. The CON Graduate Committee is charged with hearing student appeals at the graduate level. For the entire grade appeal process, please refer to the following website:
<http://www.umsl.edu/services/academic/policy/grade-appeal.html>

Leave of Absence

Graduate students who interrupt their studies for a period of one or more years should request a leave of absence from UMSL. There is no form for requesting a leave of absence. Instead, the student should submit a letter to the DNP/PGC Program Director for approval. If the DNP/PGC Program Director approves, the request will be forwarded to the CON Associate Dean for Academic Programs and to the Dean of the Graduate School. The student is expected to work with the graduate academic advisor to revise the POS, due to the leave of absence. If the student has stopped out for medical reasons, the CON may ask the student to provide a statement from their health care provider stating that they will be unable to perform the task necessary to be successful.

The letter to the DNP/PGC Program Director should cover the following topics:

- The program modifications that the leave of absence requires;
- Indicate the reason for leaving and;
- The expected date of return to the university.

If the student is not required to be continuously enrolled, they may still request a leave of absence if they must interrupt their studies for more than one year. This will avoid the requirement that the student must reapply to the university, and will preserve their original requirement term (the student will be able to graduate under the rules in effect when they started their program).

A leave of absence does not affect the maximum time limitation set for a degree program. Returning to the program is dependent on availability.

Student Responsibilities

Statement of Scholarly Work

All formal papers required in the program are to be written in a scholarly manner using the following technical standards:

1. All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling, and punctuation.
3. Guidelines as listed in the latest edition of the publication manual of the *American Psychological Association (APA)* are to be followed for all formal papers. It is strongly recommended that students purchase a copy of the manual at the beginning of their enrollment in the program.

Code for Academic and Professional Conduct

Every student has unique talents and experiences that enrich the culture of learning in the UMSL CON. Faculty and students share the responsibility for effective teaching and learning. This relationship thus becomes a commitment to ethical principles in achieving academic and professional goals within the classroom and clinical settings.

Upon entry into the nursing major's clinical coursework, each UMSL CON student is expected to understand and comply with the Code of Ethics for Nurses according to the American Nurses Association (2017): <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Statement of Academic Honesty

UMSL encourages students to pursue excellence within a respectful and collegial environment and to assume responsibility for the consequences of personal actions. For that reason, the University requires students to reject any type of dishonest behavior. Conduct for which students are subject to sanctions falls into multiple categories and can be viewed in Section 200.010 Standard of Conduct (https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct). Specifically Academic Honesty precludes cheating, plagiarism, sabotage and/or forgery, alteration, or misuse of University and CON documents.

Reviewed and approved by Faculty 12/13/2013

UMSL Student Conduct Code and Discipline

Apart from and in addition to these professional standards and requirement by which Nursing students will be graded and evaluated academically, all University of Missouri students are subject to the Standard of Conduct for students which appears in Section 200.010 of the Collected Rules and Regulations of the University of Missouri and for which they may be disciplined in accordance with the procedures in Section 200.020.

Civility

Civility is defined as treating others, as well as ourselves, with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communication, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. Nursing students are expected to:

1. Address patients and hospital nursing staff appropriately; for example Dr., Mr., Ms. and their last name. Addressing a person by the first name can be disrespectful in some cultures.
2. Treat faculty, patients and other students with respect and courtesy.
3. Maintain an attitude of shared goals and intellectual openness with other students.
4. Be intolerant of injustice or bigotry of any kind, and strive to correct these issues on behalf of classmates, patients or community.
5. Speak the truth in all matters; do not propagate rumors or prematurely judge people or situations.
6. Conduct oneself appropriately when representing the University or CON, and especially when wearing a CON uniform that identifies you as a nursing student of UMSL.
7. Exercise good judgment and adhere to HIPPA laws when posting information on e-mail and social media, including, but not limited to Facebook, Twitter and Google.

Reviewed and approved by Faculty 12/13/2013

Social Media Policy

Social Media Definition: Social media is defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects, blogs (WordPress, Blogger) and microblogs (e.g., Twitter, Snapchat), content communities (YouTube), social networking sites (Facebook, Google+), and others as they evolve. Confidentiality and privacy issues may also involve the use of email and texting.

Social media tools and applications allow the University to reach many audiences including faculty, staff, students, and alumni. Social media is a powerful tool that when used inappropriately, can blur the lines between private, confidential, personal and the professional sharing of information in your role within the CON. Information shared on social media by faculty, staff, and/or students as individuals, actually reflects the CON and the profession of nursing collectively as a community.

This document serves as a policy to identify and direct the appropriate use of social media by students, faculty, and staff. Use of social media by CON faculty, staff and students presents special concerns for privacy and confidentiality.

The personal use of social media by UMSL CON faculty, staff and students outside their respective roles in the College is not affected by the following policy. This policy will apply to the sharing of any confidential information about the CON (including the faculty, staff, and/or students), patients and/or patient care situations, and/or UMSL CON-clinical affiliates (agencies with which the CON has a contractual relationship for students). This policy will be updated regularly as technology and social media applications evolve. It is the responsibility of every staff, faculty, and student member to check for updates each semester. Adherence to this policy is mandatory. If you accidentally violate it, please notify the Associate Dean for Academic Programs immediately so problems can be quickly mitigated.

Violations that include the sharing of confidential information as listed above may result in clinical or course failure. Other violations will be handled through the appropriate disciplinary process.

Please read https://www.ncsbn.org/Social_Media.pdf

Guidelines for Appropriate Social Media Use

1. Guarding Your Online Reputation:
 - a. All information posted and shared online is public. It is not, and will never again be private or confidential. Even with the most robust privacy settings, screenshots of posted information can be reposted. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. It becomes part of your online reputation which in turn becomes part of your professional reputation. The following information should be reviewed:
 - b. Six Tips for Nurses Using Social Media: https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf
 - c. FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
 - d. PCI: <http://www.informationshield.com/papers/PCI-Security-Policies-Using-ISPME.pdf>
 - e. ANA: <https://www.nursingworld.org/practice-policy/nursing-excellence/social-networking-Principles/>
 - f. NCSBN White Paper: https://www.ncsbn.org/Social_Media.pdf
2. Facebook Guidelines and Use of the GROUP Account Type:
 - a. College of Nursing affiliated student groups must choose the "Group" account type when using Facebook. <http://www.facebook.com/groups>. Facebook groups are like a message board; they are easy to manage and have several privacy options.
 - b. Set any CON affiliated Facebook Group privacy option to CLOSED <http://www.facebook.com/help?page=982>

- c. CON affiliated Facebook Groups must add a member of the CON faculty as an Admin of their group. This allows the faculty to ensure that students are not bullying others.
3. Live the CON Core Values:
 - a. The CON core values include caring (nurturing and mentoring), professionalism (following the ethical standards of nursing) and mutual care/support (respect for one another). Content associated with you must be consistent with these values. Social media is used to build relationships. Do not use social media to harm another's reputation. Never impersonate someone else or purposely obscure your identity as a representative of the CON.
4. Build Your Own Reputation:
 - a. Care about what you are posting. Write what you know. Stick to your area of expertise and provide unique, individual perspectives on what's going on at the CON and in the world. Do not share secrets. Respect proprietary information, confidentiality, brand, trademark, copyright, and fair use.
5. Remember Everything Online is Discoverable:
 - a. There is no such thing as a private social media site. Search engines may retrieve posts years after they were published. Comments can be forwarded, copied, and printed. Archival systems save information even if you delete a post.
6. Keep It Legal:
 - a. Have all the facts before you post. It is better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your source. Keep your links up to date and make sure they work.
7. Be Respectful and Professional:
 - a. CON students should always keep in mind our principles of respect for others and the civil and thoughtful discussion of ideas. The freedom and speed of online conversations can often prompt people to behave in ways they may otherwise would not. Your reputation and the CON are best served when you express yourself professionally. Do not spam.
8. Give Credit Where Credit is Due:
 - a. Always cite when quoting someone else. Make sure images are shareable through Creative Commons, as well as make sure to attribute them. Never use copyrighted material without permission.
 - b. UMSL CON students, faculty, and staff are prohibited from disclosing through social media the following:
 - i. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by location (e.g., hospital name or unit).
 - ii. Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA protected information regarding students.

- iii. Confidential Personnel Information – Employees may not disclose confidential personnel information regarding other employees.
- iv. Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions.

The use of social media for clinical discussions that include any identifiable information related to patients or our affiliated clinical facilities is prohibited.

Last updated: January 4, 2018

Adapted from: Original Source: © 2009 SocialFish & Croydon Consulting, www.socialfish.org, UPenn, and UNC, Chapel Hill.

General Information

Computer Proficiency Requirement

The CON requires all students to be computer proficient prior to entering any Nursing courses. Students must indicate proficiency in the following skills:

Required Skills:

- Logging on to UMSL's Online Course Management System Canvas
- Logging on to UMSL's Student Information Management System MyView
- Send, receive, and respond to web-based email on and off campus
- Attach a document/file to an email message
- Familiar with using a graphical interface to access programs (use of icons on the Desktop)
- Start up and switch between multiple programs/windows
- Copy, move, rename and delete files
- Create, move, rename and delete folders
- Able to use a web browser to access the Internet
- Able to create and organize bookmarks in web browser
- Be familiar with several different search engines to find information
- Use the Internet to collect and print information
- Able to download programs from the Internet to their computer (e.g. Adobe Reader, Adobe Flash)
- Able to save, copy, and incorporate Internet information into a word processor
- Create a document using a word processor
- Able to save, edit, and print a document in a word processor

Preferred, but not required:

- Able to create, edit, enter formulae for calculations, and create graphs using a spreadsheet
- Able to create PowerPoint presentations (including adding video clips, sounds, and links to other presentations)

The College of Nursing has adopted:

- Windows as its operating system
- Microsoft Office products (Word, Excel & PowerPoint) as its primary application software
- APA, the latest edition, as the standard manuscript style

The University has adopted:

- Canvas as its course management software

Resources for Computer Literacy Learning:

- Computer course

- Computer lab training

Nursing Graduate Majors Canvas Site

All PGC students are automatically enrolled into the Nursing Graduate Majors Canvas site. This site serves as a resource for all PGC students and includes items such as the most recent *Residency Guide* and available employment opportunities.

Computer Technology/Student Laboratories

The CON is committed to integrating technology into your academic experience. All information relative to the use of Canvas, a course management package, and your student emails will be outlined in *Student Technology Guides* prepared each fall by Information Technology Services (ITS) (<http://www.umsl.edu/technology/>).

- Computer Help Desk Phone Number/email: 314-516-6034/ helpdesk@umsl.edu
- Computer Help Desk Hours of Operation: Monday – Thursday 7:30 am - 7:00 pm and Friday 7:30 am - 5:00 pm.
 - The help desk is closed weekends and holidays.

If the help desk is unable to resolve your problem, please call the CON Software Support Analyst-Expert at 314-516-6755.

A number of student computer laboratories are available on campus. See the “Student Labs” page on the Instructional Support Services website for further information: <http://www.umsl.edu/technology/iss/Student%20Labs/index.html>

Communication

The CON’s faculty and staff communicate with students in a variety of ways, including the use of Canvas bulletin boards and university email. Students are responsible for all communication regarding program information/changes relayed through such campus communication systems.

Students are responsible for reading their UMSL email or for taking appropriate steps to forward that email to another account. Faculty and staff will only use the UMSL email address for the student.

Faculty and Staff Offices and Mailboxes

Nursing faculty and staff offices and mailboxes are located in Seton Hall and the Nursing Administrative Building. The buildings are open Monday - Friday 7:30 am - 9:00 pm and 7:30 am-5:00 pm on Saturdays.

Student Organizations

- **Sigma Theta Tau**
 - The Nu Chi Chapter of Sigma Theta Tau was officially established in April 1984. Membership is offered by invitation to those students graduating in the upper third of their class and to those recognized as outstanding community

nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession.

- Sigma Theta Tau International is a funder of dissertation research. The Nu Chi Chapter is a resource for its support of DNP students' research interests, professional development, and professional presentations.
- **Minority Student Nurses' Association (MSNA)**
 - The Minority Student Nurses' Association (MSNA) was developed to function as an academic support and networking group. The focus of MSNA is to provide service, knowledge, and sense of awareness through community and university service; and to create a bond between minority nursing students. MSNA is all about support, academics and community outreach. Membership is open to all students from the CON regardless of race, culture, religion, or ethnic background.

Appendix

1. Independent Study Approval Form

Independent Study Approval Form

Student: _____

Date: _____

Faculty: _____

Semester: _____

Course Title and Number and Credits: _____

Topical Focus of Requested Hours:

Rationale for Requested Hours:

Learning Objectives:

Learning Activities to be completed during the course:

Evaluation: What will be graded? Describe product(s) expected and the due date for submission. What will be used as the grading Scale (e.g., letter grades, letter grades with +/-, percentage grades, or pass/fail)?

Note: Consider the workload effort for these credits to have two components. First, there is the workload equivalent that you would have for the 'in class' time, calculated as approximately 1 hour of time for every 1 credit of class per week. In addition, at the graduate level we aim for 3 hours of homework for every 1 credit hour of class for the average student. In this doctoral level independent study class, that equates to 9 hours of reading, writing, thinking and interacting per week. In total, the average student will need to plan to spend approximately 11.5 to 12 hours every week on activities related to this course.

Signature of Faculty Accepting Responsibility: _____

Signature of Student Agreeing to Stipulations Specified: _____

PGC Handbook 2018-2019 Agreement

I _____ have received the PGC Handbook. I understand this handbook contains information and policies that may be important during my time at UMSL. By signing this document, I understand that I am held responsible to the policies and all information presented in this handbook. I also understand that I should have my own health insurance coverage and am financially responsible for all health care associated with any injuries or illness which may occur on or off campus, including residency agencies.

Student Signature: _____

Date: _____