KRAMER SCHOOL OF NURSING

STUDENT HANDBOOK

August 1, 2018– July 31, 2019

THIS HANDBOOK SUPERSEDES AND REPLACES ANY AND ALL PREVIOUS HANDBOOKS. INFORMATION INCLUDED IS SUBJECT TO CHANGE WITHOUT NOTICE.

These policies and procedures, supplemental in nature to policies and procedures in the *Oklahoma City University (OCU) Student Handbook*, the *OCU Undergraduate Catalog*, and the *OCU Graduate Catalog* are intended to clarify material contained therein or to address concerns and subjects not covered by those documents. Where Kramer School of Nursing (KSN) policies are silent as to policies enumerated in the *OCU Student Handbook* and catalogs, those documents shall govern.

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Chapter One:

Policies & Procedures for

All KSN Students

1-A. General Information

Standard of Responsibility

Every student is expected to observe the highest standards of conduct, both on and off the campus. The University cannot accept responsibility for the education of any student who is not in sympathy with the purposes and the regulations of the University.

The University reserves the right to exclude any student whose conduct or academic standing it regards as undesirable, and without assigning any further reason therefore; in such cases the fees due or which may have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor any of its officers shall be under any liability whatsoever for such exclusion. Any student under disciplinary suspension shall be persona non grata on campus except for official business.

The entire judicial structure of the University is set forth in the *Oklahoma City University Student Handbook*, available from the Office of the Dean of Students. Students are responsible for knowing all information contained in the Oklahoma City University undergraduate and graduate catalogs (as appropriate to their degree program) and all class schedules. Copies of these documents can be obtained in the Office of the Registrar and/or online.

Each student in the Kramer School of Nursing is responsible, not only for information contained in this nursing student handbook, but for reading, understanding, and adhering to policies outlined in the *Oklahoma City University Student Handbook* and the Oklahoma City University undergraduate and graduate catalogs (as appropriate to their current degree program) in their entirety. The policies within these documents are subject to change, and it is the student's responsibility to adhere to any published changes that take place throughout the academic year.

Mission Statement of Oklahoma City University

Oklahoma City University prepares all learners to Create, Lead, and Serve. We provide a diverse, inclusive culture committed to producing graduates who think critically and innovatively, communicate effectively, and use their knowledge and talents to make a local and global impact.
Oklahoma City University is committed to an education that:

*Provides students with the skills and confidence to adapt to and excel in a complex and dynamic world

*Invests continually in its students, staff, faculty, alumni, and programming to enrich academic and co-curricular offerings
*Fosters partnerships within and beyond the university to enrich lifelong learning
*Develops informed global citizens ready to engage with their communities and contribute to the world
*Develops graduates who are ethical, highly employable professionals
*Honors our United Methodist history and tradition of scholarship and service

Mission Statement of Kramer School of Nursing

The mission of Kramer School of Nursing is to provide individualized education and unique service opportunities that prepare professional nurses who practice with integrity, knowledge, and compassion while positively impacting the health care needs of diverse communities.

The Kramer Way

KSN is committed to the creation of an atmosphere of caring, kindness, and respect: the core values of the Kramer Way. These attributes are to be present and visible in all interactions at Kramer School of Nursing, whether the interactions are between faculty and staff, faculty and student, and all other individuals within KSN. It is our belief that learning best occurs in such an environment. We expect it of ourselves; we expect it of our students.

KSN Student Code of Ethics

As nursing students at Oklahoma City University's Kramer School of Nursing, we pledge to embrace our first responsibility to those entrusted to our care and with those with whom we work in the course of our studies. We will:

- Respect and defend the dignity and freedom of every person: self, colleagues, faculty, patients and their families, and all those with whom we work;
- Respect and advocate for the rights of all patients, families, and colleagues;
- Maintain confidentiality, truthfulness, and integrity in all privileged information and in the use of all communication methods, including emerging social networks;

- Provide compassionate care to all people entrusted to us regardless of their ages, color, race, culture, gender, religion, sexual orientation, illness, reasons for illness, or the location of their homes;
- Engage in evidence-based practice to assure the highest quality of nursing care;
- Refuse to participate in any action, behavior, or procedure that is unethical; that violates the dignity, freedom, conscience, or privacy of self or others; or that places self or others at risk;
- Engage in self-care behaviors and activities through a balance of work and leisure time;
- Facilitate the development of a caring community for other students and for all who are instrumental in our education by showing respect, mentoring, speaking for those who need an advocate, and aiding all in times of need; and
- Support policies, procedures, and guidelines of Oklahoma City University and Kramer School of Nursing, and use established structures to promote understanding and dialogue to facilitate responsible change.

Accreditation and Approval

The Oklahoma City University Kramer School of Nursing is approved by the Oklahoma Board of Nursing, located at 2915 N. Classen, Suite 524, Oklahoma City, Oklahoma 73106, and available by phone (405-962-1800) and on the web (www.ok.gov/nursing). Traditional Undergraduate graduates of this state-approved program are eligible to apply to write the National Council of Licensure Examination (NCLEX) for Registered Nurse Licensure. The Kramer School of Nursing is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) for its BSN programs, the Master of Science in Nursing (MSN) program, and the Doctor of Nursing Practice programs. To contact the ACEN, write to 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, call (404) 975-5000, or visit them on the web at www.acen.org. Oklahoma City University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Curriculum

Philosophy

We, the Faculty of Kramer School of Nursing, believe:

As faculty of a faith-based institution of higher education, the education of individuals for the profession of nursing is a calling with spiritual implications that leads to a deeper commitment, higher goals, a

pursuit of excellence, and service to others. We believe that our obligation is to produce professionals who are skilled clinically, who can think critically, and who are ethically and legally accountable for their actions. We believe that both faculty and students must be culturally competent and sensitive to the range of beliefs they will encounter among those with whom they have professional interaction. We aspire to treat each member of our student body as an individual with distinct needs for fostering his or her success and welfare.

Baccalaureate graduates develop a foundation for the acquisition of the knowledge, skills, critical thinking, and experience necessary for success and leadership in nursing. We strive to provide well-rounded clinical experiences caring for clients throughout the life span. Graduates are prepared to function within the global community and to employ the fruits of their education to improve their communities.

Nursing at the master's level requires the attainment of knowledge, beliefs, and skills needed for more complex and higher level nursing roles through theoretical, evidence-based, and applied studies. Master's education prepares nurses for these roles by building on the foundations of baccalaureate nursing education.

Doctoral education prepares nurse scholars for leadership roles in education, research, and service by developing and advancing empirical knowledge. Nursing knowledge is derived from the scholarship of discovery, application, and integration into practice. Doctoral education stimulates intellectual inquiry and creativity to promote evidence-based practice in the discipline of nursing.

The Faculty of the Kramer School of Nursing offers the following descriptions of core concepts of the nursing curriculum:

Nurse/Nursing Professional nursing incorporates direct care to clients, education, leadership, and scholarship. The professional nurse is an integral part of the health care team who uses critical thinking, the nursing process, and competent clinical skills to assist clients to achieve optimal levels of health. Nursing practice integrates knowledge of liberal arts, sciences, and general education as a basis for caring for clients in diverse settings. Nursing practice is a collaborative activity involving individual clients, family members, community members, and other members of the health care system. The nurse collaborates with and educates clients according to the ability of the client to participate actively in health care decision-making and activities. The uniqueness of nursing is an attitude of caring demonstrated

through ethically and legally accountable frameworks of nursing practice. Professional nursing is a calling with spiritual implications that leads to a deeper commitment, higher goals, a pursuit of excellence, and service to others.

Caring Caring requires connections between the nurse and client based on empathy, acceptance, and respect. The caring nurse collaborates with the client to promote health, restore wellness, and prevent illness. Caring incorporates dignity, humanity, wholeness, and spiritual harmony.

Client Client is defined as those with whom the nurse interacts for the purpose of optimizing health care. The client may be an individual, a family, a group, or the community as a whole. The concept of community may range from local communities to the broad global community. Nurses care for clients across the life span of human development.

Environment The environment consists of multiple factors that influence the interactions of nurse, client, and health outcomes. The environment incorporates the client's internal micro system as well as the external macro system. The micro system includes the interdependent physical, mental, social, and spiritual subsystems. The macro system is the structures, settings and organizations within which health care, education, or scholarship is provided. Within the health care system, the professional nurse coordinates, collaborates, and delegates nursing care of clients.

Health Health is a framework for identification of the level of physical, mental, social, and spiritual well-being of clients. Wellness is a state of optimal physical, mental, social, and spiritual well-being. A well individual assumes responsibility to function at optimal levels in physical, mental, social, and spiritual realms. An individual's actual or perceived level of wellness may be identified using the wellness-illness continuum.

Student Learning Outcomes

Student learning outcomes are expressed as goals of the degree programs of the Kramer School of Nursing, are derived from the Mission Statement, and are reflective of the Kramer School of Nursing Philosophy. Refer to the appropriate subsection of this handbook for the program goals of each level of degree program.

Kramer School of Nursing Programs

Traditional Undergraduate Education provides a Traditional Undergraduate into the profession for new nurses. Students receive a BSN degree and eligibility to apply for the National Council Licensure Examination (NCLEX) to become a Registered Nurse. The program prepares students to provide and evaluate nursing care to address the existing and emerging health care demands of the total patient community. **Professional Advancement Programs** are for Registered Nurses (RN), Advanced Registered Nurse Practitioners (ARNP), or Nurse Administrators with leadership certifications seeking higher degrees. The RN-BSN track is an accelerated program for RNs wanting to complete the BSN degree. The Master of Science in Nursing (MSN) offers a track in Nursing Education that prepares students for careers in academia or staff education as well as a track in Nursing Leadership that prepares graduates for executive and administrative careers. The Doctor of Nursing Practice (DNP) program has four options:

1. A 67-credit-hour BSN-DNP (Family Nurse Practitioner) program.
2. A 69-credit-hour BSN-DNP (Adult-Gerontology Acute Care Nurse Practitioner) program.
3. A 30-credit-hour completion program for nurse practitioners, nurse anesthetists, and other advanced practice nurses to obtain their professional clinical doctorate.
4. A 30-credit-hour completion program for nurse administrators with advanced certification to obtain their professional leadership doctorate.

The PhD**,** the highest academic degree, focuses on nursing education and research, preparing nurses for careers in research and/or professorates. Finally, KSN offers a variety of post-masters and post-baccalaureate certificate options.

1-B. Admission, Progression, Graduation

Technical Fitness Standards

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by Oklahoma City University Kramer School of Nursing at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level.
To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of

patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual-Integrative
- Behavioral-Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

Observation. The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication. Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

Motor. Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative. These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral-Social. Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the nursing program.

Transfer of Credit

Consistent with the OCU Undergraduate and Graduate Catalogs, equivalent courses may be transferred from accredited colleges and universities to OCU. All transfer work will be reviewed on a case-by-case basis. Transfer analysis must be completed before completing a Degree Completion Contract for applicable programs. Equivalency of courses for transfer will be determined at the initial transcript evaluation during the application process. Students may petition for approval of non-nursing course work that is in question as to equivalency. Once admitted to Kramer School of Nursing, students planning to take courses at other universities must have prior approval of the Assistant/Associate Dean on the "Student Petition" form. General Education courses may need to be approved by the General Education Committee or its designees.

No more than six credit hours of graduate-level work may be transferred for the MSN and DNP-Completion degrees. No more than nine credit hours of graduate-level work may be transferred for the BSN-DNP/NP degree. No more than 33 credit hours of master's level coursework may be transferred for application toward completion of PhD requirements. No more than 15 credit hours of previous study at the post-master's or doctoral level may be accepted for the PhD degree.

Students may request approval of coursework that is not addressed in the University's online course equivalency list, or other established mechanisms may determine equivalency by using the "Student Petition" form available from the appropriate program specialist. Once a student is admitted to the

university, coursework taken at other colleges must have prior approval using the "Student Petition" form.

Undergraduate students wishing to transfer in general education courses may need to have those courses approved by the assigned representatives of the General Education Committee as applicable. Any graduate transfer course must have at least a grade of B (3.0) to be accepted. Graduate students desiring transfer credit must initiate that process during the initial phases of their degree planning. If the process is delayed, the transfer may not be accepted. No more than 6 hours of graduate work may be transferred. Kramer School of Nursing encourages all coursework be taken at Oklahoma City University, because supporting courses retain the holistic focus of the curriculum.

Student Petition Form

Students requesting special permission related to taking overloads, meeting residency requirements, taking courses elsewhere, and so forth are to submit the "Student Petition" form to the appropriate Program Specialist for routing. The form is available from any KSN Program Specialist.

Identification Verification

The Kramer School of Nursing reserves the right to prohibit enrollment in nursing courses by any person whose identity cannot be confirmed. At least two current original government-issued documents are required, one of which must include both a photograph and official signature of the student. The documents can be issued by any country or state. If the names on the identification documents do not match the name being used by the student, the student must bring legal proof of the name change (e.g., marriage license, divorce decree, or court order).

The following forms of identification are acceptable:

- driver's license
- state identification card
- passport
- military identification card
- birth certificate
- Social Security card with signature
- check cashing card with signature
- Original Certificate of Naturalization (USCIS Form N-550 or N-570)
- Certificate of Citizenship (USCIS Form N-560 or N-561)

- Form I-551 (green card)
- RN licensure

Both forms of identification will be analyzed for authenticity by a KSN employee. The authenticating person will place a readable photocopy of the documents in the student's file.

Verification of English Language Requirement

All students must be proficient in writing, speaking, and reading English. Naturalized USA citizens, immigrants with permanent residence status, and international students from non-English speaking* must demonstrate proof of English proficiency as evidenced by one of the following options:

1. A test score on any of the following examinations of at least:

International TOEFL Internet Based Test (contains spoken English test)	TOEIC (Test of English for International Communication)	IELTS (International English Language Testing System)
Total 83 Speaking sections 26	Listening and reading 725 Speaking and Writing 140	Speaking 7.0 All other sub-bands 6.5

2. Completion of a minimum of 45 credits in a regionally accredited US college or university
3. Two years attendance and graduation from high school in an English speaking country.*
4. This requirement is waived for students who have already passed the NCLEX-RN.

*English speaking countries listed in the current *Cambridge Encyclopedia of Language:*

American Samoa	Falkland Islands	South Africa
Anguilla	Fuji	St. Helena
Antigua/Barbuda	Grenada	St. Kitts & Nevis
Australia	Guam	St. Lucia
Bahamas	Guyana	St. Vincent
Barbados	Ireland	Trinidad & Tobago
Belize	Jamaica/West Indies	Turks & Caico Isle
Bermuda	Liberia	United Kingdom
British Guyana	Montserrat	United States
Canada (except Quebec)	New Zealand	Virgin Islands
Cayman Islands	Sierra Leone	Dominica

Grading Scale

The grading scale for the Kramer School of Nursing is consistent with Oklahoma City University's grading scale and is on a 12-point system. Percentages and/or grades will not be rounded. The twelve-point grading scale is as follows:

Grade	Percentage
A	92.50 to 100.00%
A-	90.00 to 92.49%
B+	87.50 to 89.99%
B	82.50 to 87.49%
B-	80.00 to 82.49%
C+	77.50 to 79.99%
C	75.00 to 77.49%
C-	70.00 to 74.99%
D+	67.50 to 69.99%
D	62.50 to 67.49%
D-	60.00 to 62.49%
F	59.99% and below

Pinning and Recognition Ceremony

This is a Kramer School of Nursing function at which special recognition is given to qualified nursing students and employees. All faculty, staff, and graduating students are required to attend the ceremony, except by written permission from the Assistant/Associate Dean. The Ceremony will be held at the end of the fall and spring semesters.

School Pins

Graduates of all KSN programs are eligible to wear a school pin. The cost of the pin is covered by fees. Replacement pins can be ordered directly from the company by the graduate.

Withdrawal and Readmission Policy

Withdrawal procedures apply to students who are unable or unwilling to progress in the nursing program for any reason. The following steps must be taken:

1. Meet with the Assistant/Associate Dean of the Kramer School of Nursing and/or the Program Chair, as appropriate, for an exit interview. The interview will focus on the reasons for

withdrawal or failure to progress, any plans the student might have regarding readmission to the program, and/or opportunities for remaining at the university in another major.
2. The student will be advised of the procedures for withdrawal, readmission to the nursing program, and/or change of major.
3. A summary of the meeting(s) is to be placed in the student's file.

Students who are also withdrawing from the University should follow the guidelines listed in the Oklahoma City University catalogs for full withdrawal procedures.

Readmission to the Kramer School of Nursing involves the following process:

1. A student must submit a request to the Chair of his/her degree program requesting readmission into the program at the appropriate level.
2. Considerations for readmission are based on the following:
    a. number of previous withdrawals/course failures
    b. available space
    c. completion of required prerequisite coursework
    d. current admission criteria
    e. evaluation of transfer credit
    f. reason for the prior withdrawal
3. If the student is readmitted to the program, it will be his/her responsibility to comply separately with the readmission policy of the University.
4. A readmitted student must comply with the curriculum in effect at the time of readmission, not the time of first admission.

1-C. Student Success

Faculty Mentoring and Counseling

Faculty advising represents a dialogue between the faculty and students to understand academic needs of students and match those needs with available programs and resources. Counseling with a faculty advisor does not necessarily entail matters of a personal nature, but the advisor may be able to refer the student to available resources for such purposes. Faculty advising deals with the following areas in relation to the student.

- Academic growth and evaluation
- Barriers to academic success
- Support services utilization

- Follow-up on recommended remedial work
- Selection of vocational and life goals

Academic advising and enrollment assistance will be provided by the Program Chair and Program Specialist.

Enrollment in Courses and Minimum Grade Requirements

Each semester, nursing students report to their academic advisors for enrollment. Pre-enrollment is required of all nursing majors. It is the responsibility of the student to enroll in courses as they are offered and as specified in the Degree Completion Contract.

Undergraduate students must earn a grade of C (2.0) or better in the prerequisite general education courses towards the nursing major and all NURS courses. A grade of C- (1.75) is acceptable for any OCU general education course which is not a prerequisite for the nursing program. Any undergraduate transfer course, whether a general education, prerequisite, or a nursing course, must have at least a grade of C (2.0) to be accepted.

Undergraduate students must earn a C (2.0) or better in all nursing courses required for their BSN program, whether taken at OCU or elsewhere. Nursing course grades of C- (1.75) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. A nursing student may repeat one failed nursing course to raise the grade. If the student earns a grade of C- (1.75) or below on the repeated required course or on the first attempt of any other required nursing course, the student will be dismissed from the nursing program. In Traditional Undergraduate nursing courses, students must earn at least 75% of the points possible in theory, at least 75% of the points possible in application, and a passing grade in clinical performance.

Traditional undergraduate students who do not achieve an exam average of 80 in spring semester courses may only take a total of two courses in the following summer.

Graduate students must earn at least a B- (2.75) in courses with a NURS prefix; grades of C+ (2.25) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. In any other required course, the student must have a C (2.0) or higher. The student may have a grade of C (2.0) or C+ (2.25) in only two non-nursing courses required for the degree. Students must earn at least 80% of the points possible on course exams before other points will be considered in calculation of the course grade. Failure to achieve an average of 80% or higher on all

examinations will result in a final course grade equal to the average of the exam scores. Students may repeat only one nursing course. If the student earns a grade of C+ (2.25) or below on the repeated required course or on the first attempt of any other required nursing course, the student will be dismissed from the nursing program.

A nursing student in any program may re-enroll in only one nursing course regardless of reason. A student who is passing and in good standing, who needs to delay completion for personal reasons after two-thirds of the class has transpired, may request an "I" (Incomplete) according to university policy. Enrollment in other nursing courses and progression in the program are granted according to established course prerequisites. Non-attendance of classes does not constitute official withdrawal.

Testing and Review Policy

- Students are expected to take each exam when it is scheduled. In the event a student misses an exam, the Course Coordinator must be notified in advance. Students who are ill must bring a note from their Health Care Provider. Students with a death in the family must bring evidence (Obituary, funeral service program). Student athletes may receive permission to take an alternate exam early. Students who do not notify the Course Coordinator in advance may be denied the opportunity to make up the exam, lose a portion of the points possible for the exam, or other consequences. Students who receive prior permission to be absent for an exam will be given a alternate make up exam. Exams that are allowed to be made up must be taken within one week of return to school or a grade of zero may be assigned. "Pop" (unannounced) quizzes may not be made up. Arrangements for all make up work must be made within 24 hours of return to school. Students who arrive more than 10 minutes late for an exam will be considered to have missed the exam, will need to reschedule a time to take the exam and will be penalized according to the below schedule.
- There is a score penalty for missing exams. For the first makeup exam, the earned grade will be multiplied by 0.9 for a maximum grade of 90% on the exam. The second make-up exam earned grade will be multiplied by 0.8 for a maximum grade of 80%. If a student takes a third make-up exam, the earned grade will be multiplied by 0.75 for a maximum grade of 75% on the exam. These penalties do not apply to students taking the alternate exam before the test date.
- Students are encouraged to review all exams. Test review is an opportunity for learning. A review time will be provided during class time one to two weeks following the exam. This is done to identify areas of weakness, facilitate test taking abilities, and clarify misconceptions concerning the course content. An exam may be reviewed by appointment with the professor up to two weeks following the exam. Exams may not be reviewed until after everyone has taken the

exam. There will be no opportunity to review exams after the end of the two week review period.

- Papers, books, food, purses, wallets, beepers, cell phones, watches, and all other electronic devices are to be placed in an area of the classroom designated by the faculty. Electronic devices must be silenced, and the testing environment must be quiet. If calculators are needed for medication calculations, they will be provided by the proctors. Foam ear plugs ONLY may be used.
- Hats or scarves may not be worn. Religious apparel worn as part of the traditional observance of the religious faith practiced by the student may be allowed. Eating or drinking is not allowed during testing.
- Students are to be allowed 1.5 minutes for each test question during their first semester of nursing courses, then 1.35 minutes thereafter (in accordance with the amount of time graduates have to complete the licensing exam). No additional time will be allowed to complete the exam after the test time is over. Once students leave the testing room, they are expected to leave the area so they do not disturb others still taking the test. Computers are to remain in the room until the testing time is over or until the student can demonstrate that the exam has been submitted via the online system.
- Nursing exams are administered and graded using an online testing system. Only answers submitted via this process will be allowed. The exam scores obtained using this process will be used to generate the course grade.
- Students are required to own a laptop and are responsible for maintaining the computer in such a way that it is compatible with the testing software used for both classroom exams and for standardized testing. Students must provide their own laptops for exams.

Academic Honesty

KSN complies with University policies regarding academic honesty and student misconduct outlined in the University catalog and student handbook. Plagiarism, whether intentional or not, may result in penalties. Students are accountable for all work that is submitted or presented for evaluation. Interaction with peers is encouraged in dialoguing about an issue. However, use of information from other people, publications, or media without proper acknowledgment and citation is considered plagiarism. Penalties for plagiarism, cheating, or other forms of dishonesty can include requiring redoing the assignment, failure of the assignment, and/or failure of the course. Additional penalties may be imposed according to the regulations of the Kramer School of Nursing and Oklahoma City University as outlined in the *OCU Student Handbook* and the OCU catalogs.

Academic Integrity

Academic Integrity Reporting Form

Faculty members will complete the "Academic Integrity Reporting Form" for all incidents of suspected, reported, or confirmed student violation of the academic honesty policy.

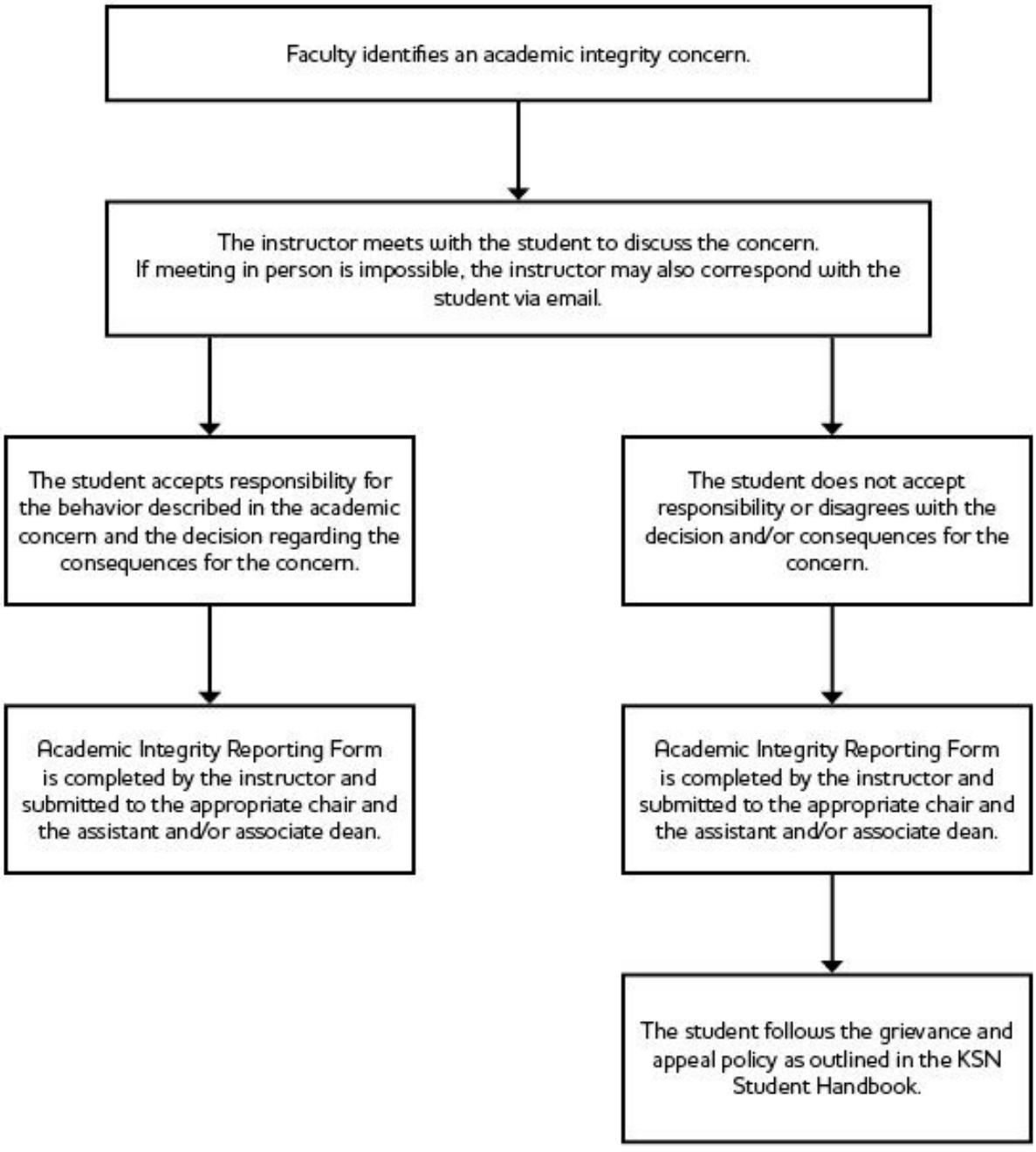
Initiation of the "Academic Integrity Reporting Form" by the faculty teaching the nursing course and the form will be completed with the student. If it is not possible to meet in person, the faculty member may also correspond with the student via email. The student will receive an electronic notification that they were reported for a concern and the "Academic Integrity Reporting Form" will be added to the Academic Integrity database. The student will be informed that the Academic Integrity Committee (AIC) uses this information to monitor for trends and to track reported incidents.

In situations in which the student does not accept responsibility for the identified behavior or disagrees with the decision and/or consequences related to the identified academic integrity concern the student should follow the grievance and appeal policy as outlined in the KSN Student Handbook. An "Academic Integrity Reporting Form" is still to be completed by the faculty member and submitted to the appropriate chair and the assistant and/or associate dean. Students should note that accepting responsibility for the concern and/or decisions regarding consequences is not an admission of intentionally violating academic integrity.

Information Only Reporting will be submitted by a faculty member who believes that a student made an unintentional mistake and who does not want to file an official report. The faculty member will speak with the student suspected of violating the policy before sending forward a report.

Note: When an "information only" report is received by the AIC for a student who already has one or more "information only" reports on file, the AIC may review the evidence to make a determination of whether there is sufficient evidence to support a violation of the Academic Integrity policy.

Procedural Flowchart for Academic Integrity Concerns, Spring 2018



Written Work Format

KSN requires the use of the American Psychological Association (APA) format for all formal papers. The final authority is the American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. **Failure to use APA format, including appropriate spelling, grammar, syntax, and punctuation, may result in return of the student's paper without grading and/or with penalties as described in individual course syllabi.** Students with writing difficulties are encouraged to submit their papers to Smarthinking, a writing assistance website provided by KSN. All KSN students have this access through the D2L websites.

Learning Resources

Dulaney-Browne Library: located directly east of the McDaniel University Center. Resources available at the library are described at http://www.okcu.edu/library/services.aspx. The Oklahoma City University Student ID serves as a library card and must be presented to check out materials. Further information regarding library resources and services is available at the Information Desk on the first floor. Many resources and literature search engines are also available online (http://www.okcu.edu/library/resources.aspx). The library has extended hours during final exams. The library is closed for all University holidays. KSN students may also use and check out materials available throughout the state, including the OUHSC Bird Library, using an OKShare card obtained from the Dulaney-Browne Library.

Learning Enhancement Center: located in Dulaney-Brown library. The Center offers tutoring in a wide variety of subjects, including writing papers, APA format, and most areas of the core curriculum, as well as other subjects taught by the Petree College of Arts and Sciences. For students wishing to receive tutoring in mathematics, the Math Lab in the Dawson-Loeffler building is available. To schedule an appointment, stop by the Learning Enhancement Center or call 208-5040. More information on the Learning Enhancement Center may be found at http://libguides.okcu.edu/lec .

Computer labs: located in the McDaniel University Center, the Dulaney-Browne Library, and in the Meinders School of Business. Call Campus Technology Services at 208-5555 for more information. The KSN computer lab is located in the Meinders Simulation Center.

Student Absenteeism and Tardiness

Classroom attendance is strongly encouraged because students are responsible for all material presented in class. It is the responsibility of the student to contact the professor regarding makeup work within 24 hours of return to class or clinical experience. Students must follow the guidelines in the syllabus and the procedures outlined in this handbook. Excessive absences or tardiness may result in failure of a nursing course. Refer to course syllabi for specific guidelines. A written health care provider's statement indicating a full release to return to clinical without restrictions must be presented prior to resuming class or clinical experience for absences of more than two consecutive class days or following surgery. Failure of the student to comply with these guidelines may result in probation, suspension, or dismissal.

Student Leave of Absence

A student wishing to take a leave of absence must speak to the Program Chair before submitting his/her request. This request must be submitted in writing. Discontinuance of study without permission from the University does not constitute a leave of absence. If a student requests a leave after the beginning of the semester, normal drop and withdrawal deadlines apply. If the leave is granted, the Degree Completion Contract is nullified. A student requesting a leave of absence for medical reasons will be required to provide proper documentation. A student on medical leave may be required to obtain clearance from a physician or other health practitioner before returning from leave. There are two categories of leaves:

1. Personal: Examples of personal leave include students deciding to leave the University for a time to work, to study elsewhere, to handle a family crisis, or to pursue other personal goals. Those considering a leave of absence should contact the Program Chair and complete the Leave of Absence form.

2. Medical: A student requesting medical leave has a health situation that will temporarily interfere with his/her studies. A student requesting a medical leave of absence after the withdrawal period must provide documentation from a health care provider.

Return from any leave of absence is negotiated with the Program Chair at the time of the request. A student wishing to extend or alter the leave of absence arrangement must notify the Program Chair in writing not less than one month prior to the beginning of the semester of his/her expected return. Students who have been granted a medical leave of absence for psychological or medical reasons must

also provide evidence that they are ready to resume their studies and rejoin the campus community; such evidence includes a letter from his or her health care provider.

Upon return from a leave of absence, students will hold the same academic standing (e.g., probation) as prior to the leave. The student's Degree Completion Contract will be revised to show the remaining coursework to be completed in sequence and the expected graduation date. The time for degree completion will be recalculated, and may be subject to University regulations.

Late Papers

Each course syllabus will provide the student with the date each assignment is due. Late papers may receive a reduction in grade as stipulated by the individual instructor in the syllabus. It is the responsibility of the student to make appropriate arrangements with the faculty, according to the written policy in each syllabus, regarding late papers.

Early Consultation Report

The "Early Consultation Report" may be used for any nursing student who is not making satisfactory progress in any portion of a nursing course. This system may be used before a student is placed on probation. The following are reasons for initiation of the "Early Consultation Report" when the student has been unsuccessful in one or more of the following areas:

- attending class on a regular basis
- completing assigned work
- participating in class
- taking examinations
- achieving a passing grade in clinical
- achieving a passing grade on two exams in a 16 week course or one exam in a summer course
- demonstrating professional behavior
- other, as identified by the faculty

Initiation of the "Early Consultation Report" will be by the faculty teaching the nursing course and the form will be completed with the student. After an agreed upon period of time, a meeting to determine the student's progress will be conducted. If the conditions of the form have not been met, it is the responsibility of the course faculty to discuss the consequences with the student and a report sent to the same persons receiving the initial report. Students are responsible for keeping track of their scores and

progress within each course. Faculty members are not obligated to prepare an "Early Consultation Report" to inform students of unsatisfactory performance.

KSN Probation

KSN Probation is defined as a designated period of time during which a nursing student is required to show satisfactory improvement in his/her GPA, test scores, and/or academic or clinical performance. The following may result in academic probation at any time:

- unsatisfactory academic achievement
- unsatisfactory clinical achievement
- unprofessional behavior
- other concerns

KSN Probation may be authorized only by the Dean using the form "Notice of Placement on KSN Probation." The Chair of the appropriate degree program and the Assistant/Associate Dean or his/her designee will meet with the student to inform the student of the reason for the probation. Appropriate other faculty may also attend. The student is to be informed of his/her right to have a non-legal non-participating support person present at the meeting. Completion of the "Notice of Placement on KSN Probation" form is required.

After an agreed upon period of time specified in the "Notice of Placement on KSN Probation" form, the program Chair and Assistant/Associate Dean will evaluate the student's progress. If the conditions of KSN Probation are met, the Assistant/Associate Dean will request that the Dean terminate the probation and send written notification to the same persons receiving the initial notice.

If the conditions of KSN Probation have not been met, the program Chair and Assistant/Associate Dean or his/her designee will meet with the student and discuss the consequences. Written notice of this meeting will be sent to the same persons receiving the initial report. If the conditions of KSN Probation are not met, the student may be dismissed from the Kramer School of Nursing by the Dean or the probationary period may be extended with the completion of a new "Notice of Placement on KSN Probation" form marked "Updated [date]." Only the Dean can dismiss any student from KSN (a student is automatically dismissed upon failure of the second required nursing course). If the student's probation is extended or continues beyond one course, the appropriate program Chair will monitor progress and watch for any negative patterns.

Student Enrichment/Remediation Plan and Early Consultation

The student enrichment/remediation plan will be initiated as follows. If a concern arises, such as a student performing below standard on assignments or exams, appropriate faculty will be notified. The faculty will meet with the student to develop an individualized plan for enrichment and/or remediation. If an "Early Consultation Report" is initiated with a student, the student and the faculty may develop a plan and intervention strategies, and establish a schedule of appointments for follow-up. Interventions should be based upon the assessment and identification of specific problem(s). The following serve as guidelines for planned interventions:

Problems identified could be in the following areas:

- *Attendance/participation*, indicating potential issues with priority setting, personal problems, and/or interpersonal skills
- *Completion of work*, indicating potential issues with priority setting, personal problems, and/or time management
- *Clinical performance*, indicating potential issues with priority setting, personal problems, interpersonal skills, and/or time management
- *Testing*, indicating potential issues with priority setting, time management, study skills, knowledge base/comprehension, test-taking skills, and/or test-taking anxiety

Interventions recommended to address these problems may include:

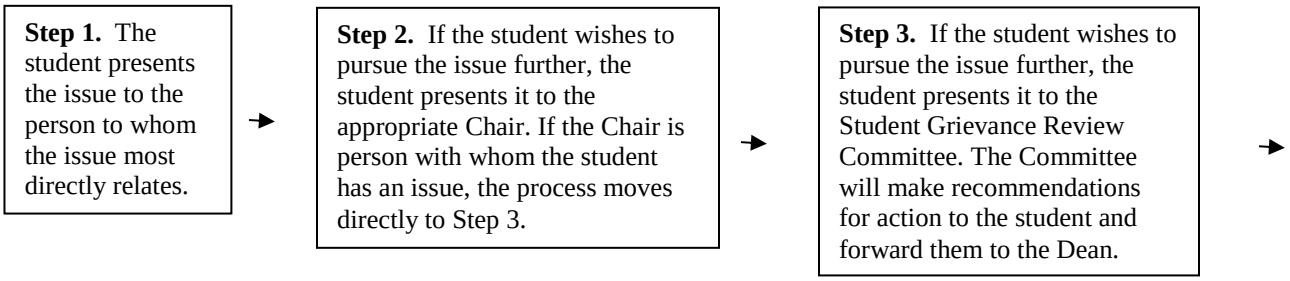
- Counseling with professor and/or advisor
- Referral by professor and/or advisor for other counseling
- Text/journal readings
- Tutoring
- Referral to Learning Enhancement Center and/or Math Lab
- Individualized assignments
- Instructional media
- Remedial courses
- Referral to the KSN Student Success Coordinator

Communication of Concerns and Grade Appeals

A student with a concern should start by determining if the matter is sufficiently important to pursue and what the goal is. Examples of goals include simply raising awareness about an issue, obtaining a better understanding of how a decision was made, requesting a specific change for self or future students, or

other outcomes. If the student decides the matter should be pursued, the student is to start with the faculty or staff member closest to or involved with the issue, as that is the person with the best information and first-line authority to resolve the matter. Inappropriate persons include other students, faculty not associated with the course or exam the student is questioning, or external persons.

In situations where the student believes an incorrect decision was rendered and thinks that the matter is of sufficient importance to pursue further, the student may proceed to submit a written communication to or meet with the appropriate Chair, with both parties following the same procedure outlined above regarding a response deadline, communication, and record keeping. If the Chair is the appropriate person for the first step and the student chooses to take the matter forward, the third step is the KSN Student Grievance Review Committee. Issues not resolved then proceed to the Dean. The Dean's decision is final. All parties must follow the same procedure outlined below regarding a response deadline, communication, and record keeping.



Step 4. If the student wishes to pursue the issue further, the student presents it to the KSN Dean. The decision of the Dean is final. The decision may be referred to the Office of the Provost for procedural review only.

Skipping proper communication steps is unprofessional and is a violation of policy. The student may choose to communicate in writing (including email) or in person by appointment or during posted office hours. If in person, s/he may bring another student, friend, or family member as a primarily silent supporter, not as a representative, since the purpose of the meeting is communication, not legal action.

The faculty or staff member has five school days to respond to the student in writing or by email. A copy is to be signed and dated by the staff or faculty member, attached to the student's written communication (if any had been submitted), and placed in the student's file.

A student who wishes to appeal a grade must follow the procedure published in the current OCU catalog appropriate to his or her program, which includes starting with the process described above before approaching the Dean as the third step. Program Chairs, Deans, nor any university official has the authority to change grades, but can determine whether school or university policy has been followed properly in a fair manner in the delivery of courses and calculation of grades.
KSN students are subject to the rights, policies, and penalties listed in the *OCU Student Handbook* and the Oklahoma City University undergraduate or graduate catalog, as appropriate.

Grievances and Appeals

KSN students are subject to the rights, policies, and penalties listed in the *OCU Student Handbook* and the Oklahoma City University undergraduate or graduate catalog, as appropriate.

Student Dress Code in Classes and at Special Events

Faculty have the right to require students they believe are dressed inappropriately to make immediate modifications or to leave the premises to make specified corrections. Students will adhere to the following, as well as the rules within the university's student code of conduct.

Nursing classes:

- Students will dress modestly. Deeply plunging necklines or skirts/shorts that come higher than mid-thigh are unacceptable.
- Clothing should not bear logos (other than OCU or KSN), profanity, or designs advocating tobacco, liquor, illegal substances/behaviors, or unethical activities.
- Students should practice personal hygiene to prevent odors, and use fragrances sparingly.
- Additional rules will apply during examinations.

Special events including, but not limited to, conferences, Legislative Day, career fairs, Pinning Ceremony, and visits to the Oklahoma Board of Nursing:

- Rules listed above for classes will continue to apply.
- Students must wear business casual attire, such as slacks, skirts, dresses, shirts, blouses, and dress shoes, as if going for job interviews. Suits, ties, and sport coats are optional.
- Skirts or dresses must be no shorter than mid-thigh.

- Jeans, tennis or athletic shoes, sweat pants or other athletic attire, t-shirts, and flip-flops are not allowed.
- Formal attire is not allowed, nor are strapless dresses/tops or those with spaghetti straps.
- Military dress uniforms are appropriate and encouraged.

Student Dress Code in Clinical, Practicum, and Lab Settings

Faculty have the right to require students they believe are dressed inappropriately to make immediate modifications or to leave the premises to make specified corrections. The following policies provide consistent requirements for appropriate dress for students in clinical, practicum, and lab settings and any time the uniform is worn.

- The official uniform of the Kramer School of Nursing Traditional Undergraduate program is the solid color, royal blue scrubs. A white lab jacket may be worn at the discretion of the student. Scrubs are to be worn by Traditional Undergraduate students in all lab and clinical settings unless instructed otherwise. BSN-DNP/NP students will wear professional style street attire with a lab coat. If scrubs are required by the agency, BSN-DNP/NP students are to wear KSN blue scrubs and a white lab coat. For all programs, both the shirt and the lab jacket of the uniform must have a KSN patch sewn onto the left shoulder sleeve. Other methods of attaching the KSN patch (such as, glue, tape, staples, or Velcro) are not permitted.
- Student uniforms will be clean, in good repair, and properly fitted neither too short nor dragging on the floor. Skirts are optional instead of scrub pants. Skirts should be loose enough to allow freedom of movement for bending and stooping activities, must not be any shorter than the bottom of the knee, must not be rolled or otherwise artificially shortened during clinical hours, and must not have any slits in the sides that extend higher than the knee.
- All students will wear clean, primarily white or primarily black, non-porous shoes that are sturdy enough to protect their feet from injury and are in good repair. Clogs may be worn if permitted by the clinical agency. Sandals, canvas shoes, platform shoes, and shoes that make excessive noise are not acceptable. Laces will be white and clean.
- A **solid white** shirt may be worn under a scrub uniform top; this should fit snugly and be free of designs or logos. Socks should be solid white. White stockings will be worn if the student wears a skirt uniform.
- The Kramer School of Nursing nametag must be worn on the shoulder area during all clinical and lab experiences.

- Hair will be held back with a plain accessory. Hair must be clean, neat, and off the collar with no extremes in hair styling or coloring. Examples of extreme colors are, but not limited to, blue, purple, or hot pink. Beards and mustaches will be neatly trimmed.
- Each student will have a watch showing seconds, bandage scissors, ballpoint pens (black ink), pencil, and stethoscope with him/her at all times on the clinical unit and skills lab.
- Jewelry will be limited to engagement and/or wedding rings, watch, and pierced earrings of small post style (less than dime size) with only one earring per ear. Medic-Alert® identifications are exceptions to this rule. No other visible jewelry is allowed. Body art must not be visible.
- KSN scrubs or a white lab jacket worn over professional style street clothes are the two options when obtaining client assignments. The lab coat must cover the individual's hips and have a school patch on the left shoulder sleeve.
- No jeans, T-shirts, shorts, or sandals are allowed in the clinical areas of the hospital.
- Nail polish is discouraged. If worn, it must be very light in color, without patterns or chips. Nails must be kept short and clean. No artificial nails may be worn.
- Makeup may be used in moderation. No perfume, aftershave, or fragranced personal care products will be worn in clinical, practicum, or lab settings.
- No gum chewing is permitted in client care areas or in the lab.
- Any special guidelines for clinical dress that deviate from the above will be provided by the faculty during course or clinical orientation.
- In all cases, if the clinical site has stricter dress code requirements, the student must comply with the dress code of the clinical agency.
- During open labs (i.e., not part of regularly scheduled labs and used for practice time), students may wear clean, undamaged t-shirts with only a KSN or OCU logo, if any logo, with scrub pants or skirt instead of the full scrub uniform. Shoes must be closed-toed.

1-D. Clinical/Practicum Information

Clinical Facilities Requirements

Any student participating in a course or independent study requiring direct patient care must present proof of compliance with current health status, health insurance, immunization, CPR (American Heart Association, Healthcare Provider level), HIPAA, liability insurance, background checks, drug screens, and any other requirements specified by the facility where they will have clinical or practicum experiences. This documentation will be submitted on the orientation day prior to the first class meeting. Students are responsible for presenting updated required documentation to the Clinical

Regulations Specialist prior to the expiration date of the documents. Failure to do so will result in a failing grade for each day of clinical missed for lack of documentation.

Clinical/Practicum Attendance

The student will notify the professor and the facility at which the student is expected regarding absence or anticipated tardiness, at least one hour before the experience is scheduled to begin. Failure to notify the facility and the professor may result in clinical/practicum failure. Absences or tardiness will jeopardize the student's successful completion of the clinical/practicum portion of this course. Failure of the clinical/practicum portion will result in failure of the course. Three such clinical failures will result in the failure of the course.

Liability (Malpractice) Insurance

Liability insurance is provided for all KSN students while participating in educational activities at supervised clinical/practicum settings, through a blanket policy held by Oklahoma City University. The policy provides a minimum of $1,000,000 each occurrence/$3,000,000 aggregate per year of liability coverage.

Health Insurance Requirement

Students must have health insurance. Acceptable forms verifying health insurance include a card or letter from the insurer that shows the effective dates and the type of coverage. Students with a Certificate of Degree of Indian Blood (CDIB) or tribal enrollment card must present that document along with verification of health insurance provided by such status. Students covered by military insurance must present military identification and an insurance card or eligibility of coverage letter. All Kramer School of Nursing (KSN) students who have assignments in clinical settings are required to have health insurance throughout their KSN enrollment to meet such requirements by the agencies and health care facilities where clinical practicum experiences are held. The student must submit verification of health insurance to the KSN Clinical Regulations Specialist.

Required Immunizations

All OCU students must meet the immunization requirements outlined by Campus Health Services (https://www.okcu.edu/students/health/immunizations). Students providing direct patient care as part of

their clinical/practicum requirements must also meet the facility's immunization requirements, if different. The cost of testing, vaccines, and follow-up are the responsibility of the student. Failure to obtain required vaccinations or titers showing immunity can result in dismissal from the Kramer School of Nursing.

The following are requirements by our clinical agencies. This documentation is required for all students and faculty who participate in clinical experiences. As you may imagine, this process takes more than a few minutes, so it is necessary to start providing documents before your semester begins. This all has to be completely finished and on file with the Clinical Regulations Specialist so it can be forwarded to the appropriate clinical agencies BEFORE the first day of clinical. Students who are missing immunizations will not be allowed to go to clinical.

1) Current adult **TDAP**

2) **Measles Immunity. Both** types require immunization or titer.
   a. Rubella (German or 3 day measles)
   b. Rubeola (10 day or Red measles)
   c. Mumps Students need proof of 2 Mumps vaccines OR the titer showing immunity.

   MMR (Measles, Mumps, Rubella) vaccine
   Born 1957 or after, proof of two MMRs or two live measles vaccines.
   Born before 1957, proof of one MMR or titer.

3) **Chicken Pox Immunity.** Varicella titer is **required**. If titer is negative and serum is available, vaccination will be required.

4) **Hepatitis B Vaccine series.** Complete series or immune titer. Students may begin clinical with proof of #1 injection, provided proof of #2 and #3 are provided to the school as they are completed. Failure to comply will result in dismissal from the program.

5) **Tuberculin Test. Initial:** Two Negative PPDs, Quantiferon test (QFT), or T-spot injection with negative results.

- **Annually**:
  - PPD, Quantiferon test (QFT), or T-spot injection with negative results
  - If a previous positive TB test, then one Chest X-ray with negative results. Each year thereafter, a physical exam with negative TB symptoms and a Release for Contact form signed by HCP.
  - If CXR is positive, an annual medical examination with negative TB symptom screening. A Release for Contact Form must be signed by HCP.

6) **Flu vaccine.** Flu vaccination is required before October 31 of each year. Those unwilling or unable to comply will be required to wear a mask throughout their time in any clinical facility requiring the flu vaccine or mask.

All required immunizations have been established in accordance with the CDC; Oklahoma State Department of Health; and the Occupational, Safety, and Health Administration guidelines.

CPR Certification

Current BLS (CPR) for Healthcare Providers from American Heart (must be renewed every 2 years) is required. Students providing direct patient care as part of their clinical/practicum experiences must provide documentation of having completed an American Heart Association (Healthcare Provider) CPR course annually to the appropriate Clinical Regulations Specialist before expiration of the previous certification.

Additional Clinical Information

Additional information that will be arranged through the Clinical Regulations Specialist includes:

- Negative drug screen – KSN will set this up
- Negative background check – KSN will set this up
- Annual "pre-clinical" review of 7 common policies followed by a short test (NESA pre-clinical) with score of 85% or higher – to be completed on D2L
- Annual sexual misconduct prevention – we will set this up, it is a 2-part series

In preparation for attending clinical, you will be provided with documents specific to the facility you will be attending. For some of these you may be required to print, sign, and submit the document.

- Orientation specific to the facility you will be attending
- HIPAA review for the facility you will be attending
- Parking restrictions for the facility you will be attending
- The dress code for the facility you will be attending in addition to the Kramer School of Nursing (KSN) clinical dress code in the Student Handbook

Unsafe/Unprofessional/Unethical Nursing Practice Policy

Unsafe clinical practice is any act, behavior, or omission during clinical practice that fails to conform to the accepted standards of the nursing profession which may directly or indirectly cause physiological and/or emotional harm to others. A violation of the "Unsafe Nursing Practice Policy" is a violation of academic standards. Conduct which falls under the "Unsafe Nurses Practice Policy" may also be subject

to disciplinary action under the applicable Oklahoma City University conduct code. Students with LPN, RN, or APRN licenses must also comply with this policy. If a student's performance is deemed "unsafe" s/he will be removed from the clinical area to protect the client. The student may receive a failing grade for the course. Integrity is essential to the practice of professional nursing. Dishonesty is unacceptable and may result in immediate failure of the course.

Unsafe nursing practice involves placing a client's life, health, or safety at risk, engaging in unprofessional conduct, or violating the KSN Code of Ethics for Nursing Students or the ANA Code of Ethics for Nursing. Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student.

1. Unsafe practice means jeopardizing a client's life, health, or safety by conduct that *shall include, but not be limited to,* the following:
    a. Failure to supervise adequately the performance of acts by any person working at the nursing student's direction; or
    b. Delegating or accepting the delegation of a nursing function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care; or
    c. Unauthorized alterations of medications; or
    d. Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing preparation.
    e. Failure to exercise technical competence in carrying out nursing care; or
    f. Performing new nursing techniques or procedures without proper education and preparation; or
    g. Failure to report through the proper channels the unsafe or illegal practice of any person who is providing nursing care; or
    h. Engaging in activities which do not fall within the realm of standardized nursing practice; or
    i. Endangering the welfare of the client through own physiological or mental health status.
    j. Failing to prepare for clinical adequately;
    k. Attending clinical without adequate time for sleep or allowing a minimum of 12 hours between shifts; or
    l. Scheduling clinical shifts longer than 12 hours.

2. **Unprofessional conduct** is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of people which *shall include but not be limited to the following*:
    a. Inaccurate recording, reporting, falsifying or altering client records; or
    b. Verbally or physically abusing clients; or
    c. Falsely manipulating drug supplies, narcotics or client records; or
    d. Appropriating, without authority, medications, supplies or personal items of the client or agency; or
    e. Falsifying documents submitted to the Kramer School of Nursing; or
    f. Leaving a nursing assignment without properly advising appropriate personnel; or
    g. Violating the confidentiality of information or knowledge concerning the client; or
    h. Conduct detrimental to the public interest; or
    i. Discriminating in the rendering of nursing services; or
    j. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
    k. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
    l. Aiding, abetting or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
    m. Forging a prescription for medication/drugs; or
    n. Presenting a forged prescription; or
    o. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
    p. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a client; engaging in sexual exploitation of a client; or
    q. Obtaining money, property or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
    r. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
    s. Allowing own value system to interfere with client care/well-being.
    t. Having repeated episodes of tardiness without notifying faculty and/or preceptor as appropriate in advance; or
    u. Failing to attend clinical on the assigned days and times without notifying faculty in advance.

3. **Unethical behavior** is a violation of KSN Code of Ethics for Nursing Students or the ANA Code of Ethics for Nursing and *shall include, but not be limited to,* the following:

    a. Lack of respect for human dignity and the uniqueness of the client, restricted by considerations of social or economic status, personal attributes, or the nature of health problems.
    b. Fails to safeguard the client's right to privacy.
    c. Fails to act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
    d. Fails to assume responsibility and accountability for individual nursing judgments and actions.
    e. Fails to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating nursing activities to others.

"A pre-RN nursing student is a student and not a nurse and is therefore subject to the academic standards review of the Unsafe Nursing Practice Policy. A violation of the Unsafe Nursing Practice Policy is a violation of academic standards. Conduct which falls under the Unsafe Nurses Practice Policy may also be subject to disciplinary action under the applicable Oklahoma City University conduct code." (Adapted from the Nurse Practice Act of the State of Oklahoma and the Code of Ethics for Nurses by the American Nurses Association)

Nursing faculty will take the following actions if concerns about unsafe practice by a nursing student are raised:

- Provide a detailed, progressive, and written evaluation of the unsafe practice.
- Clearly identify problems with failure to meet standards for safe practice.
- Document specific recommendations for achieving student improvement in collaboration with the student.
- Provide definitions of expectations of the clinical experiences that are not being met.
- Communicate with the Chair of the appropriate academic program to inform of potential student problems and seek consultation and support.

If a nursing student demonstrates unsafe or unprofessional behavior in a course or courses, the nursing faculty may impose any of the following sanction(s):

- A grade of "Clinical Failure" for the assigned shift. Three such failures will result in failure of the course.

- Immediate suspension from the setting
- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior
- Failing grade for the course
- Immediate dismissal from the course
- Dismissal from the Kramer School of Nursing

Confidentiality of Patient Information

Data transcribed from patients' charts may be used for educational purposes as long as there is no name, number, or information that could be used to relate that information to a specific patient. Printouts of patient information may not be taken from the clinical facility.

Patient information in assignments submitted to fulfill course requirements should use nondescript identification, such as Patient A, Patient B, Mr. B, Ms. B, and so forth. Names should not be used unless fictitious. Any student paper that contains identifying patient information shall not be returned to the student and shall be destroyed by the faculty member. Students are responsible for protecting confidentiality of those who participate in the student's research according to guidelines provided in the National Institutes of Health website and the OCU Institutional Review Board.

A breach of patient confidentiality will result in immediate dismissal from KSN.

See also "KSN Confidentiality Statement for Students and Faculty."

Background Checks

In order to protect patients and the general public, performing a background check and drug screen on each student and professor participating in clinical rotations is now a provision required by many clinical sites using the uniform "Clinical Rotation Agreement". Background check results, dissemination of self-disclosure information, and conviction records, whether in or outside the state of Oklahoma, may be provided to the clinical sites as deemed necessary by the School to meet requirements of the academic program. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public. The clinical site (facility) may refuse any student or professor from participating in the clinical experiences with a background check record that relates to a felony. To be considered for a clinical placement in

those sites requiring background checks, the student must comply with the requirement and all findings must be satisfactory according to the guidelines below.

Students who refuse to submit to a background check will be barred from access to patients and are therefore be unable to complete requirements of the program or gain employment as a registered nurse. Required components of a background check vary by clinical agency, so the policy of the Kramer School of Nursing is to require a check that meets the most stringent requirements of local agencies, allowing KSN maximal flexibility for clinical placements. A copy of the background check report, copies of any relevant court records, and related correspondence with the student will be filed in the student's permanent record.

For most questionable findings, the decision will be made by KSN as to whether the person in question will be permitted to participate in clinical experiences after consultation with the Oklahoma Board of Nursing. If the student has a history of felony charges or registration as a sex offender, the Program Chair of the appropriate program will also review the case with relevant clinical facilities to determine whether the student will be able to complete clinical rotations at the facility. The clinical facility, the school, and the Board of Nursing will together decide whether there is evidence that placement of the student in clinical rotations could jeopardize the safety of others. KSN reserves the right to request other information as necessary.

Based on the joint decision, the Program Chair will consult with the Dean of KSN and notify the student in writing regarding the student's ability to complete the clinical requirements of the program.

Background record searches are acceptable only when conducted by the agency authorized by the Kramer School of Nursing. If the student leaves the program and is later re-admitted, another check should be completed. Schools and facilities reserve the right to review any information that could impact the student's ability to function safely in the clinical area. A conviction/criminal history record does not necessarily disqualify an individual for admission in a program. However, the Kramer School of Nursing does reserve the right to deny admission or progression of any student with a felony history. If a student may not be eligible for licensure/certification (per the Board of Nursing), s/he will be counseled as to the wisdom of completing the program.

International students are subject to the same review as stated above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. The international student is responsible for obtaining this clearance at his/her expense.

The appropriate Program Chair will review students' background check results. If a review of the report indicates a felony charge or registration on the Sex Offenders Registration List, KSN will request that the person on whom the check was conducted obtain certified copies of court records related to the charge. These records may be obtained from the courthouse in the county in which the charges were filed. Certified copies of court records may vary from state to state, but generally include an information sheet (with a description of the charge), a statement of the charges, and a statement of the judgment and sentence rendered by the court. It is important to review the court records because the information included on the report is sometimes incomplete. For example, a charge may be originally filed as a felony, but later reduced to a misdemeanor. In addition, the report does not always indicate whether the charge was filed as a felony or misdemeanor, nor does it always show the judgment and sentence rendered.

The cost of students' background checks is covered by the Nursing School Fee. The report will be accessible only to personnel authorized by the Dean. Individuals may have a copy of their own reports upon request.

The background check will include, but not be limited to, the following:

- Social Security number verification
- Criminal search (last seven years or up to five criminal searches)
- Employment verification
- Violent Sexual Offender and predatory registry search
- HHS/OIG List of Excluded Individuals/Entities
- GSA List of Parties Excluded from Federal Programs
- Treasury Department's Terrorist List
- Professional license verification/certification and designations check
- Professional disciplinary action search

Drug Screening

As stated in the *OCU Student Handbook*, "Oklahoma City University is to be a safe environment free from alcohol and other drugs." This statement applies to any activities on the OCU campus and those activities off campus that are sponsored by the university. When a student of Kramer School of Nursing is engaged in any activity that is part of the learning experience, the student is to be free of alcohol and other drugs that affect coordination, behavior, judgment, and decision making ability. The following drug screen policy is in effect for students enrolled in nursing courses:

1. All students must participate in mandatory drug screening immediately before or during their first semester of enrollment in nursing courses containing a clinical component. Students at any level in any program may be subject to random drug screens if there is reason to believe they may be under the influence of or using certain drugs or alcohol.
2. The company responsible for drug screening of students will be designated by Kramer School of Nursing. The company will be responsible for collecting specimens, maintaining legal chain of custody, testing specimens, and determining whether specimens are negative. If a student's specimen is non-negative, the specimen will be submitted for further testing and follow up by the medical review officer designated by the company. Kramer School of Nursing will be notified of the results of all drug screens.
3. A student with a positive drug screen will not be allowed to attend clinical experiences and will be dismissed from Kramer School of Nursing. If the student holds a license to practice nursing, the Oklahoma Board of Nursing will also be notified of the positive drug screen.
4. Students will have no advance notification of the drug screening. Students who are absent on the day specimens are collected will have a 24-hour time frame in which to provide a urine specimen according to procedures designated by the testing company. Failure to submit the specimen within 24 hours may result in dismissal from the Kramer School of Nursing.
5. As long as the student remains enrolled in the nursing program, the drug screen is not required to be routinely repeated. If, however, the behavior of the student is such that faculty or health care professionals reasonably believe the student is functioning under the influence of drugs or alcohol, a drug screen may be required.
6. If the student is absent from the nursing program for any reason for the period of one semester or longer, a drug screen may be required prior to returning to Kramer School of Nursing classes, labs, or practicum experiences.
7. The cost of the initial drug screen is included in student fees, except as specified in item #11 below.
8. Refusal to submit to drug screens is grounds for immediate dismissal from Kramer School of Nursing.
9. The student should refer to the *Oklahoma City University Student Handbook* for the current academic year to review policies on student alcohol and drug use while not engaged in nursing activities.
10. If a student is dismissed from Kramer School of Nursing due to a positive drug screen, the student may be considered for reinstatement if the following conditions are met: i) submission of written documentation of successful completion of a rehabilitation program relevant to the offense, ii) a minimum of one year has elapsed between the positive drug screen and the request for readmission, and iii) a licensed drug rehabilitation specialist recommends the return to

nursing school. Kramer School of Nursing is not obligated to allow the student to return even if all of these conditions have been met.

11. If the student is readmitted to Kramer School of Nursing, random drug screening may be required during the duration of the nursing program at the student's expense.

Sexual Abuse Prevention

In compliance with Oklahoma City University policy, all employees and students who come into contact with minors of any age are to undergo the required training related to sexual abuse prevention. The training is required only one time, using the following procedures:

For the **Traditional Undergraduate students**, the Clinical Regulations Specialist provides the students access to the online tutorial. Each student finishes the tutorial, prints out the completion certificate, and submits it to the Clinical Regulations Specialist, who then places it on file. The Chair can set the deadline for students to have this completed, but it must be done before they start clinical and annually thereafter.

All **RN-BSN and MSN students** are required to complete the training. Each Program Specialist provides the students access to the online tutorial. The Specialist will include information about the training in the email. Each student is to do the training before client contact, print out the completion certificate, and submit it to the Specialist. The Specialist then places the certificates on file.

For **DNP students**, the Program Specialist provides the list of nursing students to the OCU Risk Management officer the semester prior to their taking their first course containing a clinical component. The officer then provides them access to the online tutorial. Each student is to finish the tutorial and print out the completion certificate prior to starting the clinical course and submits it to the Specialist, who then places it on file.

For the **PhD students**, during NURS 9903 Dissertation Seminar the Program Chair determines which students will be having contact with minors and notifies the Program Specialist. The Specialist provides the list of those students to the OCU Risk Management officer who then gives them access to the online tutorial. Each such student is to finish the tutorial and submit the completion certificate prior to starting NURS 9913 (the first semester of dissertation) to the Specialist, who then places it on file.

Student Exposure to Communicable Disease or Injury in Clinical Settings

Specific steps must be followed when a student is exposed to a communicable disease or is injured while practicing in the clinical setting. Students are required to carry health insurance coverage. Procedures in case of exposure or injury are as follows:

1. The student will notify the supervising faculty at the time s/he has been exposed to a communicable disease or injured while in the clinical setting.
2. In accordance with the OCU/Agency-signed Clinical Affiliation Agreement, the student will follow the correct procedure of the agency for reporting such an event. If the student is examined or receives care, the student will be responsible for any charges incurred for this examination and subsequent laboratory/x-ray tests or other services required by the institution. Students may refuse treatment.
3. If the student chooses treatment, s/he will be seen by a health care provider of the student's choice and at the student's expense.
4. If a student refuses to receive care, the student may not be permitted into the clinical area. Alternate clinical learning sites will be assigned as available. If no alternatives are found, the student must bear the responsibility of meeting course requirements.
5. At the beginning of the nursing courses, students will produce evidence of insurance coverage.

Practicum and Capstone Experiences

Practicum experiences can be observational and/or participative. If participative, a preceptor or instructor will oversee students while on site. The student must, in consultation with the professor, establish objectives, and identify and receive permission from the appropriate persons and facilities for achieving the objectives for post-Traditional Undergraduate practicums.

Ideally the student will select experiences not affiliated with the place of employment, in order to broaden the learning experience and expand the student's perspective.

Preceptorships

Arranging Preceptorships

These guidelines are adapted from the Oklahoma Board of Nursing Preceptor policy. Preceptors are used for supervision of students in clinical and role practicum experiences involving participation in patient care. Preceptors are not required for observational experiences. A preceptor is employed by the facility in which the experience takes place who agrees to provide supervision to the student for a specified period of time during the preceptor's scheduled work hours in order to assist the student to meet established learning outcomes. A faculty member is not on site.

A clinical nurse preceptor shall have the following minimum qualifications:

- At least one year of experience in nursing
- Current unencumbered licensure as an RN
- Comparable or greater formal educational preparation than the student is pursuing

A non-nurse preceptor shall have the following minimum qualifications:

- At least one year of experience in the relevant role
- Current unencumbered licensure in the relevant field if required for the position
- A professional in the relevant field with comparable or greater formal educational preparation than the student

A written agreement will be established with the cooperating agency, the preceptor, and the Kramer School of Nursing, and shall delineate the functions and responsibilities of the parties involved in the preceptorship. Preceptor agreement forms must be completed and returned to the professor of the course for which the preceptorship fulfills requirements before the preceptorship experiences begin. No student is to accept or volunteer for any activity for which s/he is not qualified.

RN-BSN and graduate students may find preceptors and obtain permission from preceptors for their involvement. No remuneration from Oklahoma City University is available or appropriate for preceptors. All preceptors, along with the student's learning outcomes for the experience, are to be approved in advance by the professor of the relevant course.

The designated faculty member shall be ultimately responsible for the student's education and shall monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of the student's achievement of the learning objectives. The designated faculty member shall be available by telephone when students are under the supervision of a preceptor.

Faculty will have the final responsibility for selection of practicum sites or, if allowed by the professor, students may select areas of interest for their preceptorships at sites approved by course faculty. The student is responsible for writing his/her individual clinical learning outcomes for each preceptor experience. These learning outcomes must be approved by course faculty prior to the first day of the experience. Each preceptor will be provided with copies of the course learning outcomes and student's individual learning outcomes. The student will negotiate the times and dates of experiences with the preceptor within the framework of the course and with the approval of faculty. The preceptor will evaluate the student based on course objectives and the student's individual objectives. The completed evaluation and log of clinical attendance must be in the hands of the faculty at the completion of the clinical experience by the date established by the professor. These documents may be faxed, mailed, or hand delivered by the preceptor to the faculty. The student will evaluate the preceptor experience during a final conference with the instructor.

When working with any facility or agency, students who work with preceptors may negotiate to work their shift any day, evening or nighttime hours, weekdays and/or weekends. The faculty will be available by telephone. *Scheduled shifts may not conflict with classroom attendance. Because patient safety is of utmost importance, students must ensure at least 6 hours of rest prior to the beginning of any shift. Students may not schedule any shifts that will require them to be awake for more than 16 hours at a time.* Faculty will confer with preceptors as needed.

Preceptor Program Policies

The purpose of these policies is to ensure safety of the agency's clients and to protect the preceptor, preceptor agency, student, and nursing program.

1. A written agreement between the clinical agency and Kramer School of Nursing is required.
2. The agency shall ensure that:
    a. The preceptor understands and agrees to function in the preceptor role as outlined in the course syllabus. This role must be approved and supported by the administration of the agency.
    b. The preceptor is provided with salary and benefits by the preceptor's employing agency commensurate with his/her position within the agency while acting as preceptor and receives no compensation from Oklahoma City University.
    c. The student is allowed to participate with the supervision of the preceptor, in experiences that enable him/her to meet the learning outcomes of the course.
    d. The preceptor will review the written evaluation with the student at the end of the experience.
    e. The preceptor cosigns all documentation with the student.

f. The preceptor provides faculty with the written evaluation of the student's performance and log of dates and times at the completion of the preceptor experience.

3. Kramer School of Nursing will ensure that:
    a. Each preceptor is oriented to the role and mentored by a faculty member.
    b. Each preceptor and preceptor agency is provided with policies and learning outcomes of the preceptor program.
    c. The preceptor is provided with these preceptor policies.
    d. A faculty member is available by phone during all experiences.
    e. Faculty will confer with preceptors as needed throughout the experience.
4. The student will be responsible for:
    a. Writing individual learning outcomes for each experience, subject to approval by faculty and by the preceptor. The student must meet the individual learning outcomes, as well as the course learning outcomes, to complete the related component of the course.
    b. Negotiating times and dates for each clinical experience with the preceptor, subject to faculty approval. The times and dates must fall within the framework specified, and must be submitted to course faculty in writing. The total number of preceptor hours must meet the total number of hours required for the course.
    c. Ensuring that hours are not completed independent of the preceptor.
    d. Evaluation of the preceptor experience at its completion.
    e. Meeting with the preceptor to complete the student evaluation.

<u>Preceptor Role</u>

Experienced professionals in the health care community possess invaluable talents, knowledge and abilities. When these rich experiential gifts are shared with students, it opens opportunities for learning that are unique to the clinical experience. The student benefits from the interaction with a role model while focusing on special learning needs. The preceptor benefits from the teaching experience. As a result, both are better prepared as the student transitions into higher levels of professional practice. The role of preceptor should be undertaken with consideration for the following:

1. The preceptor, functioning as an employee of the preceptor agency, acts as a teacher and role model for the student. Otherwise, the preceptor is not expected to perform outside of his/her professional role. It is the sharing of the reality of this role that is the value of the experience for the student.
2. The preceptor experience is best facilitated when the preceptor maintains open communication with the student and faculty. The student should be provided with a verbal appraisal of performance each day s/he spends with the preceptor. At the completion of the clinical experience, the preceptor will provide a written evaluation of the student's overall performance to

the course. The faculty will share the preceptor's evaluation with the student during individual conferences. The faculty retains the responsibility for assigning the grade, but will depend on preceptor feedback to assist in making these decisions.

3. If a situation arises during the experience that the preceptor believes beyond his/her role to handle, faculty will be available for immediate consultation. Preceptors are encouraged to call or contact faculty if any doubt exists. A preceptor may request immediate assistance from faculty, if necessary.

Student Role

The faculty at Kramer School of Nursing view learning as a shared experience between teacher and learner. The preceptor program enables the student to design a personal learning experience that best suits individual learning needs within the framework of the course. The student's primary responsibility lies in communication of these needs to the preceptor and faculty, who can then assist the student in meeting these needs. Times and dates are negotiated with the preceptors and approved by faculty prior to beginning the experience. It is the student's responsibility to let faculty know his/her schedule. It is important to keep communication lines open between the student, preceptor, and faculty at all times. Nurse practitioner students have specialized needs and responsibilities and are referred to the Advanced Practice section of the Handbook for further information.

Preceptor Evaluation Tool

The criteria for evaluating the student's performance are identified in the "Preceptor's Evaluation of Student" form. Additional anecdotal notes may supplement the evaluation. Students will review these criteria prior to writing individual learning outcomes for any experience. Students also have an opportunity to evaluate their experiences with the preceptor.

1-E. Emergencies

Cancellation of Classes

On-campus classes will be held unless OCU closes. Closing notices are posted on the university's front web page and local news media. The campus weather hotline number is **208-5871**.

Clinicals. Faculty and students are to follow the main OCU website, www.okcu.edu, for cancellation of classes and activities. If OCU is closed, then clinical is cancelled. Faculty who cannot make it to clinical must notify both the Course Coordinator and the Clinical Chair, who will collaborate to try to find a replacement. The faculty member must also notify clinical students and the facility of the change. If a student is unable to make it to clinical for any reason, including weather, then arrangements

may be made for a clinical make-up or alternate assignment. Faculty will use good judgment about releasing clinical early when weather or other crisis conditions are changing and must keep clinical facilities informed whenever schedules change.

Campuses outside the Oklahoma City area. Instructors may cancel classes or labs by permission of the Program Chair (or a KSN Dean if the Chair is not available). The instructor is responsible for notifying every student and the facility as early as possible about the cancellation.

Pandemic, Quarantine, or Prolonged Wide Area Emergency

During a declared pandemic, students will adhere to the established KSN policies and procedures regarding absences as published in their course syllabi and *KSN Student Handbook.* The student must notify faculty of illness or quarantine. A plan to assist the student to complete the necessary requirements of the course will be developed on a case by case basis related to the circumstances.

A student in isolation or quarantine bears responsibility for initiating contact with faculty requesting information being provided in the course during the absence, including class, lab, and clinical practicum experiences. The faculty will gather requested information and provide it to the student.

In times of pandemic, illness, or quarantine, the student and the faculty will together establish a written plan for course completion, including the components needed and the time frame. This plan will be signed by the student and faculty, with copies given to each and the Program Chair. If signatures are not possible, reasonable alternatives verifying the plan are permitted. The original will be placed in the student's Kramer School of Nursing record.

Announcements, assignments, and other information for general purposes posted on Bluelink, on the university web page, or on the distance education platform will be considered official notices when faculty need to reach all course enrollees. *The official form of communication (outside of class, lab, or clinical practicum experiences) between faculty and individual students is the university email system using university email addresses.* When communication via electronic systems is not possible, official communication will be through the United States Postal Service with confirmation of receipt requested when official notice of receipt is warranted. *Telephone conversations may be helpful and warranted in urgent situations but are considered unofficial because no record can be made. Telephone information should be followed by an email or other written communication whenever confirmation of the conversation may later be needed.*

Crisis Management Plan for the Kramer School of Nursing Building

Fire

- Pull the fire alarm.
- Call Campus Police (208-5911).
- Contact the KSN building manager at 208-5900.
- If not too dangerous, the building manager is to go to each room and instruct occupants to evacuate to the designated location.
- All occupants and staff should remain in designated locations until clearance is given by OCU Police. Designated location: south parking lot of NSW (nursing school west building) and west lawn of Meinders School of Business for students and faculty in NSE..

Violent Crime

- Determine the severity of the crime.
- Contact OCU Police (208-5911).
- Contact the Dean or Assistant/Associate Dean at 208-5900.
- Have witnesses or victims remain until the proper authorities arrive.

Non-Violent Crime (e.g., theft, injuries, property damage, etc.)

- Contact OCU Police (208-5911) with details.
- Assist any injured, then secure area until help arrives.
- Notify the Dean or Assistant/Associate Dean of KSN (208-5900).

Bomb Threats

- Remain calm, courteous, and professional. Do not place the caller on hold or attempt to transfer the call.
- Allow the caller to complete everything s/he has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
- Use a note pad or a prepared form to record important information.
- Call OCU Police (208-5911).
- Contact the Dean or Assistant/Associate Dean and follow additional instructions.

Medical Emergencies

- Remain calm and quickly assess the situation.
- Call OCU Police (208-5911).

- Do not administer any type of treatment if you have not been specifically taught how to handle the problem. Do not move the victim unless his/her current location is causing harm or is a possible endangerment to life.
- Contact the Dean or Assistant/Associate Dean (208-5900) and Student Health (208-5090) and follow additional instructions.
- Remain calm; help the victim relax; keep him/her warm and comfortable until qualified emergency personnel arrive.
- Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.

Tornado

- Signaled by Oklahoma City community sirens.
- Remain calm. Turn on all available televisions and radios to local weather stations.
- OCU Police will contact all building monitors or their designee.
- Notify all occupants that the National Weather Service has issued a tornado warning.
- The building manager should go to each room and instruct occupants to evacuate to the designated location.
- Everyone should remain in designated locations until clearance is given with repetitive short blasts from the community's alert horns. Designated locations for KSN (both buildings) is Basement level, Bass School of Music.

Active Shooter

- Signaled by Campus Alert System via cell phones and computers.
- Evacuate, if safety permits.
- Lock all external doors, as safety permits.
- Shelter in place, preferably in a classroom or office without windows. Hide behind solid objects.
- Lock internal doors; turn off lights; silence computers and cell phones.
- If in a room with windows, stay out of line-of-sight.
- Do not unlock the door until the "all clear" is given via cell phone or computer or until police unlock it.
- As a last resort, and *only when your life is in imminent danger*, attempt to disrupt and/or incapacitate the active shooter by:
    - Acting as aggressively as possible against him/her
    - Throwing items and improvising weapons
    - Yelling, committing to your actions

Electrical Emergencies

- Assess the emergency.
- Contact the university Facilities services (208-5382). After office hours contact OCU Police (208-5001).
- Remind everyone affected by the power outage not to use candles or any open flame during the emergency.

Plumbing Emergencies

- Assess the immediate situation.
- Contact the university Facilities services (208-5382). After office hours contact OCU Police (208-5001).
- Notify the KSN Building Manager at 208-5900.

1-F. Other Official Policies

Tobacco Use on Campus

Oklahoma City University has adopted a tobacco-free campus policy. The use or distribution of tobacco, including smoking and the use of smokeless tobacco, is prohibited on university property, including all indoor and outdoor spaces, private vehicles on campus and university-owned, leased or operated vehicles. This policy applies to students, employees, visitors, and vendors. Use of tobacco in a clinical facility is determined by that facility's policies. Regulation of tobacco use in off-campus course settings will be determined by the facility in which the classes take place, and faculty have the right to restrict such use even further.

Alcohol, Illegal Drugs, Firearms

Policies related to these issues at OCU are in the *Oklahoma City University Student Handbook*. Possession or use of alcohol, illegal drugs, or firearms is not permitted in clinical areas. A student suspected of being under the influence of alcohol or an illegal drug is subject to dismissal from the program.

Children at KSN or Clinicals

- Sick children should not be brought to campus. Anyone who brings a sick child is to be told to remove the child immediately by the first KSN employee who becomes aware of the situation.
- Students may not bring well children to class or laboratory sessions without prior approval of the course professor. Factors to consider include the behavior of the child, the impact of the child on all present, and the appropriateness of the topic to which the child would be exposed. The professor is under no obligation to allow children, even if all these considerations are deemed to have no potentially negative effect. The professor also has the right to change the approval to disapproval without notice for any reason or for no reason. The student is to remove the child immediately without argument.
- Pre-teen children are not to be left unattended in another area of Kramer School of Nursing. Custodial adults of teenage children left waiting in another room are to notify the Building Manager and the appropriate professor or supervisor regarding the teenager's presence in the building, in case of emergency.
- Children are never to be brought to a clinical practicum experience.

Electronic and Social Media Policy

Nursing students are placed in positions of confidence requiring the utmost discretion and professionalism. A Kramer School of Nursing (KSN) student acknowledges that as a future member of the nursing profession, each individual is responsible for acting in a manner consistent with the attributes of the profession.

Electronic media and online social media platforms allow students of Oklahoma City University (OCU) and Kramer School of Nursing to engage in professional and personal communications. The goal of this policy is to protect KSN, and others associated with KSN, from any risk posed by the use of electronic media and online social media platforms. This policy identifies standards of conduct for KSN students and establishes a formalized set of rules that will be enforced with disciplinary action.

Student content placed within social media platforms, or contributed through other forms of electronic media, becomes immediately searchable and easily shared. Such content leaves the contributing individual's control and may be traced back to the individual after long periods of time. Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Any violation of client privacy protected under regulatory or federal guidelines such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 is considered unethical and a breach of privacy and confidentiality which will result in disciplinary action.

I. Policy

This policy does not attempt to identify all current and emerging electronic media or social media platform. This policy addresses user-generated content contributed by students on any current and emerging electronic media and online social media platforms or any other form of electronic media. Examples of such content include but are not limited to images, recordings, and text.

II. Guidelines for Online Professional or Personal Activity

These guidelines apply to all KSN students who engage or participate in current and emerging electronic media and social media platforms for professional purposes or casual conversation.

Privacy/Confidentiality: Privacy relates to those aspects of a client's life and information that he or she can control. It is that control that the nurse is charged with helping preserve. Confidentiality is a term that refers to making sure that once a client has shared personal information, such data are used only in ways that are authorized by the client (Twomey, 2008). Discussion in any public setting of issues pertaining to a client or client's family without the client's permission violates client confidentiality is unethical and will result in disciplinary action. This includes but is not limited to:

- Discussion held in public places (such as hallways, break rooms, elevators, and cafeterias) and media fora (includes television or print media), as well as any current or emerging social media platforms and all additional forms of electronic media.
- Posting of unauthorized images and recordings is unethical and a breach of privacy/confidentiality. This includes unauthorized photographs when all the parties involved have not consented or are clients or students in clinical settings.

Professionalism: Professionalism is behavior expected of nursing students on and off campus. Professionalism in nursing includes a responsibility to display a professional demeanor in any and all situations. This standard applies to situations in cyberspace and includes any current and emerging social media platforms and all additional forms of electronic media. Any behavior by a nursing student which fails to conform to accepted professional standards is considered unprofessional conduct as defined by the KSN Student Handbook and may result in disciplinary action.

- Professional demeanor is required of students in cyberspace in the same manner as it is required in all other settings. Students must be mindful of behavior that is illegal or a violation of any KSN policy.

- Any inappropriate behaviors identified through postings will be investigated. Inappropriate behaviors include, but are not limited to, offensive language, gestures, or remarks found on any current and emerging electronic media, online social media platforms, or other forms of electronic media.
- Incivility and cyber-bullying, as well as inappropriate images and unauthorized recordings of clients or other persons affiliated with KSN and OCU, are considered inappropriate behavior and as such are subject to disciplinary action.
- It is unethical for a nursing student to disparage through word, gesture, or deed a classmate, client, or colleague. This includes making slanderous or libelous statements regarding the professional competency, knowledge, qualifications, skills, or services of any faculty, staff, or professional colleague through any current and emerging electronic media, online social media platforms, or other forms of electronic media.

Conflict of Interest: It is a violation of KSN policies and guidelines to receive monetary gain while representing oneself as a KSN student. Students are prohibited from participating in online fora, such as advertising for pay and/or product endorsement without the written consent of the Dean of KSN. Students are not to respond to requests for information from the press or media.

III. Consequences

Any violation of the "Electronic and Social Media Policy" is a violation of OCU and KSN academic and professional behavior standards and may result in disciplinary action.

Reference: Twomey, J. G. (2008). Provision three. In M. D. M. Fowler (Ed.), *Guide to code of nursing: Interpretation and application* (pp. 26-29). Silver Spring, MD: Nursebooks.

Laptop Computer Requirement and Minimum Specifications

All KSN students in all programs who have two or more semesters of nursing courses remaining before graduation are required to have laptop computers, except for students not yet eligible to start nursing courses. Students required to have laptops must bring their laptops to the orientation for their program for verification by the Campus Technology department that the minimum specifications have been met and to have anti-virus software loaded (see section below for link to free anti-virus software). KSN students who are required to have laptops are to bring their laptops to all nursing classes.

Traditional Undergraduate students at the Kramer School of Nursing must use hardware products

running on the Windows operating system to ensure OS compatibility with all software used by the school. Free downloads of software are available to students. A Traditional Undergraduate student who already owns an Apple laptop is not required to purchase an additional laptop, but is responsible for bringing a laptop on testing days that has a Windows operating system that has been approved by Campus Technology. Students who do not bring laptops ready to be used for testing will not be allowed to test.

Minimum Hardware Requirements

- 1.6 GHz (Dual Core recommended)
- 2 GB RAM (4 GB is highly recommended)
- 80 GB hard drive (120 GB is highly recommended)
- 10/100 Ethernet connection
- Cat. 5 Ethernet Network Patch Cable
- CD/DVD drive (DVD + RW recommended)
- Wireless B network capability (Wireless G network capability highly recommended)
- Web camera

Minimum Software Requirements

- Anti-Virus software must be installed before you connect to the campus network
- Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- QuickTime
- Adobe Acrobat Reader
- You **can install these programs at no cost** by visiting http://download.okcu.edu and downloading them onto your computer

Transportation

Students are responsible for their own transportation to school and off-campus experiences. Students who car pool are responsible for knowing whether or not the driver of the car pool has car insurance and are urged to car pool only with those who are covered by insurance, as the University is not responsible for any car accidents. Students are not permitted to transport clients and/or client family members in their cars.

Fees

Nursing students pay a set fee per credit hour taken each semester. This fee money is in turn used to fund student services and equipment, including background checks, drug screens, testing, lab packs, A/V equipment, registration fees for required conferences, graduation photos, KSN pins, and more.

Sigma Theta Tau International

Sigma Theta Tau International, the honor society of nursing, is an organization whose purposes are to (a) recognize superior achievement, (b) recognize the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen local, regional, national, and international levels. Membership is by invitation to students or nursing leaders who meet the criteria. BSN students who have completed at least one half of their nursing curriculum, have a cumulative GPA of 3.00 or higher, and rank in the top 35% of their graduating class, and graduate students who have completed at least 25% of the credit hours required for the degree and have a cumulative GPA of 3.5 or higher are eligible for consideration. In addition to grades, qualities of leadership, creativity, and adherence to professional standards are used by faculty in selecting inductees. Induction is held biannually in the fall and spring.

Student Representatives for Faculty Organization Meetings

A student from each program is invited to attend the formal business meetings of the KSN Faculty Organization to facilitate communication between the student body and faculty. Faculty will recommend a qualified nursing student and an alternate for representation from each program. The representative and alternate must be in good academic standing and be able to attend. Student representatives may participate at meetings but do not have voting privileges and may be dismissed during portions of meetings deemed confidential.

1-G. Other Useful Information

KSN Faculty and Staff Directory

Office of the Dean

Dr. Lois Salmeron, Dean & Professor	208-5900	lsalmeron@okcu.edu
Dr. Linda Cook, Associate Dean & Professor	208-5904	lcook@okcu.edu
Dr. Liz Diener, Assistant Dean & Professor	208-5944	ejdiener@okcu.edu

Chairs

Dr. Diana Blackmon, Chair of Traditional Undergraduate Education & Associate Professor	208-6406	dblackmon@okcu.edu
Ms. Denise Burton, Chair of RN-BSN Education & Associate Professor	208-5903	dburton@okcu.edu
Dr. Gina Crawford, Chair of Advanced Practice Education & Associate Professor	208-5910	gmpayne@okcu.edu gmcrawford@okcu.edu
Ms. Sara Manning, Chair of Clinical & Laboratory Education & Clinical Assistant Professor	208-5920	smanning@okcu.edu

Staff

Chris Black, Outreach Director	208-5382	cblack@okcu.edu
Lauren Castelli, Operations Coordinator	208-5918	lecastelli@okcu.edu
David Henson, Technology Specialist	208-5917	djhenson@okcu.edu
Melissa Jennings, Duncan Specialist	580-251-8200	
, Simulation Specialist		
, Graduate Clinical Liaison		
Tracy McCloud, Administrative Assistant	208-5900	tmccloud@okcu.edu
Ms. Binh Ha, Graduate Specialist	208-5960	tbha@okcu.edu
Ms. Stacy Calhoun, Clinical Regulations Specialist	208-5933	
Ms. Sherri Christian, Transcript Specialist	208-5901	schristian@okcu.edu
Ms. Shannon Rowland, Traditional Undergraduate Specialist	208-5959	sjrowland@okcu.edu
Ms. Debbie Taber, Intake Specialist	208-5924	djtaber@okcu.edu
Ms. Odalie Wildes, RN-BSN Specialist	208-5909	owildes@okcu.edu

Full-Time Faculty

Ms. Laura Ables, Instructor	208-5949	lables@okcu.edu
Ms. Gracy Amalraj, Instructor	208-6407	jamalraj@okcu.edu
Dr. Debbie Barnett, Instructor	208-5922	dbarnett@okcu.edu
Dr. Linda Barren, Instructor	208-5898	lsbarren@okcu.edu
Ms. Pam Boeck, Instructor	208-5966	prboeck@okcu.edu

Dr. Dia Campbell-Detrixhe, Associate Professor	208-5955	ddcampbelldetrixhe@okcu.edu
Dr. Janice Carr, Assistant Professor	208-6408	jrcarr@okcu.edu
Dr. Casey Cassidy, Instructor	208-5891	cjcassidy@okcu.edu
Dr. Gina Crawford, Director of Advanced Practice Nursing Education & Associate Professor	208-5910	gmcrawford@okcu.edu
Ms. Meredith Crowder, Instructor	580-251-8200	mecrowder@okcu.edu
Ms. Jeanette Cruz, Instructor	208-5881	jmcruz@okcu.edu
Ms. Megan Dernaika, Instructor	208-6409	mdernaika@okcu.edu
Ms. Chris Fisher, Instructor	208-5932	cefisher@okcu.edu
Ms. Katy Fisher-Cunningham, Instructor	208-5942	akfisher@okcu.edu
Dr. Toni Frioux, Assistant Professor	208-5880	tdrioux@okcu.edu
Dr. Cheryl Frutchey, Instructor	208-5921	cfrutchey@okcu.edu
Ms. Janice James, Instructor	208-5886	jdjames@okcu.edu
Ms. Michelle Johnston, Instructor	208-4996	mljohnston@okcu.edu
Dr. Cené Livingston, Instructor	208-5902	cllivingston@okcu.edu
Dr. Betty Gorrell, Professor	208-5930	betty.gorrell@okcu.edu
Dr. Carol Mannahan, Assistant Professor	208-6401	camannahan@okcu.edu
Dr. Ted Metzler, Visiting Professor	208-5511	tmetzler@okcu.edu
Ms. Benita Orum, Instructor	580-	bgorum@okcu.edu
Ms. Beth Pitman, Instructor	208-5887	bepitman@okcu.edu
Dr. Cindy Rauh, Director, Duncan Campus & Assistant Professor	580-251-8553	cmrauh@okcu.edu
Ms. Sandi Schmidt-Hester, Instructor	208-5934	sschmidthester@okcu.edu
Ms. Diane Smith, Instructor	580-251-8202	desmith@okcu.edu
Ms. Jeri Striplin, Instructor	208-5879	jlstriplin@okcu.edu
Dr. Staci Swim, Assistant Professor	208-6408	smswim@okcu.edu
Ms. Pam Tucker, Instructor	208-6405	pktucker@okcu.edu
Dr. Danna Weathers, Instructor	208-5884	drweathers@okcu.edu
Ms. Crystal Westmoreland, Instructor	208-5959	cjwestmoreland@okcu.edu
Dr. Vanessa Wright, Assistant Professor	208-5964	vfwright@okcu.edu

Physical location: NSW: NW 27th & Florida; NSE: NW 27th & Blackwelder

Mailing address: 2501 N. Blackwelder Ave., Oklahoma City, OK 73106-1493

Fax number: (405) 208-5914

Campus Telephones

Students should not ask to use faculty and staff telephones. Campus phones have voice mail for leaving messages. Only emergency messages for students while in class or clinical will be taken by a Program Specialist.

Student Services /OKC

Campus Health and Disability Services: provides Nurse Practitioners to assist students, faculty, and staff with health concerns. The nurses work with deans, faculty, head residents, and resident advisors to meet student health care needs. Many of the services provided are free. The Campus Health Service is located in the west building of KSN.

Students with disabilities who wish to access services may initiate their request by contacting the Disability Services Office located in the Delany Brown library. During this intake process, students will have an opportunity to identify specific academic accommodations needed, and they will be asked to complete a formal request form, a release of information form, and provide current documentation about their disability. More information regarding disabilities services is available on the University website at https://www.okcu.edu/campus/resources/disability

OCU Identification Card: a permanent card issued to each student for as long as the student is enrolled at the University. It identifies the student, allows participation in various student activities, gives access to the cafeteria and student government elections, and serves as the student's library card. It will admit the student to many University activities and events.

Parking Permit: required when parking on campus. Permits are available from the OCU Police Department on the 4th floor of the Administration Building.

Food Services: provided in the University cafeteria, Alvin's Café, and Chick Filet, all located in the McDaniel University Center. Food plans for the cafeteria meals and "Stars Bucks" for use at Alvin's Café are available for all students through the Student Accounts office in the Administration Building, as well as Stars Cash for use at area restaurants.

KSN Food Bank: maintained to assist nursing students in urgent need of food for themselves or their immediate families. Disbursals of food will be kept confidential. Donations to the Food Bank are welcome. University chaplains are also available to help in times of crisis.

Health Insurance: is available to students for purchase by inquiring at Student Health. This is a commercial plan for accident, hospitalization, and personal property insurance.

Campus Police: on duty 24 hours a day, 7 days a week, in an effort to keep the OCU community safe. Those noticing anything or anyone suspicious are encouraged to call Campus Police at 208-5001. For

campus emergencies, dial 208-5911. As a security measure, it is necessary at times for University police officers to check ID cards of students. Students should not be in classroom buildings after closing hours.

Escort Service: available to any student wishing to be escorted across campus at night by calling 208-5001. One-way escorts to various nearby apartment complexes are also available. Check with the Campus Police Department regarding schedules.

Cash: may be obtained on campus by use of a cash card machine located inside the front entrance of the McDaniel University Center or by personal checks up to $50.00 per day through the Oklahoma City University Student Accounts office in the Administration Building.

University Bookstore: located on the lower level of the McDaniel University Center. Items available from the bookstore include textbooks, school supplies, current paperbacks, magazines, gift items, toiletries, clothing, and postage stamps.

Financial Assistance: is available to eligible students seeking financial aid through the Office of Financial Aid located in the Administration Building. Guidelines for applying for financial aid are provided by the Office of Financial Aid. Students who are eligible for and desiring on-campus employment should contact Human Resources. Questions about scholarships should be directed to the Financial Aid office. Financial holds are placed on the records of any student who has a past-due financial obligation to the University or is in default on a student loan. A hold prevents students from receiving transcripts and other student records. The hold will remain until the Financial Aid Office receives notification that the obligation has been taken care of by the student.

Career Services: The Career Planning and Development Center assists OCU students and alumni in developing and implementing career/life plans that support their personal and professional objectives after graduation. Call for an appointment or come by the office to get started. The Career Planning and Development Center offers the following services:

- Employment opportunity listings
- Internship and fellowship opportunities
- Resume composition and production
- The Campbell Interest and Skill Survey, if you are unsure about your career direction
- Seminars and workshops
- Resume referral program
- On-campus recruiting
- The Career Pursuit job fair

More information about these services can be found at https://www.okcu.edu/students/career-services . Students should refer to the Oklahoma City University Student Handbook for additional information about services available to students and policies not otherwise covered in this handbook.

Student Services /Duncan

Health and Disability Services: Duncan Regional Hospital (DRH) emergency services are available to acutely ill KSN students. Students with disabilities, who wish to access services, may initiate their request by contacting the Student Health and Disability Services Office. During this intake process, students will have an opportunity to identify specific academic accommodations needed, and they will be asked to complete a formal request form, a release of information form, and provide current documentation about their disability. More information regarding student health and disabilities services is available on the University website at https://www.okcu.edu/campus/resources/disability

OCU Identification Card: a permanent card issued to each student for as long as the student is enrolled at the University. It identifies the student, allows participation in various student activities, gives access to the cafeteria and student government elections, and serves as the student's library card. It will admit the student to many University activities and events.

Food Services: The DRH cafeteria offers a 10% student discount with use of the OCU student ID.

KSN Food Bank: maintained to assist nursing students in urgent need of food for themselves or their immediate families. Referrals and requests are to be made to the KSN Food Bank Coordinator, Prof. Nelda Hobbs. Disbursals of food will be kept confidential. Donations to the Food Bank are welcome, also to the Food Bank Coordinator. Duncan students may access the Food Bank via the Program Director.

Health Insurance: is available to students for purchase by inquiring at Campus Health Service. This is a commercial plan for accident, hospitalization, and personal property insurance.

Campus Police: DRH Security Police are on duty 24 hours a day, 7 days a week. Those noticing anything or anyone suspicious are encouraged to call DRH Security at (580) 251-8460. For campus emergencies, dial 9911. As a security measure, it is necessary at times for Security officers to check ID cards of students. Students should not be in buildings after closing hours.

Cash: may be obtained at the ATM in DRH. There is no service fee attached.

University Bookstore: located on the lower level of the McDaniel University Center. Students may order books online from the Bookstore.

Financial Assistance: is available to eligible students seeking financial aid through the Office of Financial Aid located in the Administration Building. Guidelines for applying for financial aid are provided by the Office of Financial Aid. Students who are eligible for and desiring on-campus employment should contact Human Resources. Questions about scholarships should be directed to the Financial Aid office. Financial holds are placed on the records of any student who has a past-due financial obligation to the University or is in default on a student loan. A hold prevents students from receiving transcripts and other student records. The hold will remain until the Financial Aid Office

receives notification that the obligation has been taken care of by the student. DRH students must contact Chad Jackson at DRH (chad.jackson@duncanregional.com)for questions or concerns with scholarship funds.

Career Services: The Career Planning and Development Center assists OCU students and alumni in developing and implementing career/life plans that support their personal and professional objectives after graduation. Call for an appointment or come by the office to get started. The Career Planning and Development Center offers the following services:

- Employment opportunity listings
- Internship and fellowship opportunities
- Resume composition and production
- The Campbell Interest and Skill Survey, if you are unsure about your career direction
- Seminars and workshops
- Resume referral program
- On-campus recruiting
- The Career Pursuit job fair

More information about these services can be found at https://www.okcu.edu/students/career-services . Students should refer to the Oklahoma City University Student Handbook for additional information about services available to students and policies not otherwise covered in this handbook.

Counseling Services: University Counseling Services are available to Duncan students via hotline/telephone appointments. Visual consultations may be done using the Facetime mobile application.

Library: Duncan students have full access to library services at OCU, including books, journals, and data bases.

Chapter Two:

Policies & Procedures:

Traditional Undergraduate Education

Program Learning Outcomes of the Bachelor of Science in Nursing (BSN) Degree

The BSN graduate of the Kramer School of Nursing will function as a professional nurse able to:

1. Demonstrate clinical competence in the provision of ethical and legal nursing care.
2. Collaborate with and educate clients regarding self-care activities designed to promote health, restore wellness, and prevent illness.
3. Utilize the nursing process as a critical thinking framework for problem solving and making effective clinical judgments.
4. Promote physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Manage, coordinate, and delegate care of clients within and in collaboration with the health care system.
6. Exemplify the caring behaviors of acceptance of, respect for, and empathy with the client.

Nursing Course Prerequisites for Traditional Undergraduate Programs

Course Number and Name	Proposed Additions to Course Descriptions*
NURS 3003 Health Assessment	Prerequisites: CHEM 1025; BIOL 2003, 2041, 2103, 2141, 2314; PSYC 1113.
NURS 3006 Foundations of Nursing	Pre- or co-requisites: NURS 3003, NURS 3103.
NURS 3013 Nursing Pharmacology	Prerequisites: CHEM 1025; BIOL 2003, 2041, 2103, 2141, 2314.
NURS 3306 Adult Health Nursing I	Prerequisites: NURS 2403, NURS 3006.
NURS 4504Family Health Nursing	Pre- or co-requisite: NURS 3306.
NURS 4306 Adult Health Nursing II	Prerequisite: NURS 3306.
NURS 4904 Child Health Nursing	Pre- or co-requisite: NURS 3306.
NURS 4104 Community Health Nursing	Pre- or co-requisite: NURS 3306.
NURS 3304 Mental Health Nursing	Pre- or co-requisite: NURS 3306.
NURS 3503 Nursing Research	Prerequisite: NURS 3006.
NURS 4704 Critical Care Nursing	Prerequisite: NURS 4706.
NURS 4906 Nursing Leadership	To be taken in final semester. Prerequisite: NURS 3503.

*Key to course numbers:
CHEM 1025 Principles of Chemistry
BIOL 2003 Human Anatomy and Physiology I
BIOL 2041 Human Anatomy and Physiology Laboratory I
BIOL 2103 Human Anatomy and Physiology II
BIOL 2141 Human Anatomy and Physiology Laboratory II

BIOL 2314 Introductory Microbiology
PSYC 1113 Introduction to Psychology
NURS 2403 Nutrition
NURS 3003 Health Assessment
NURS 3006 Foundations of Nursing
NURS 3306 Adult Health Nursing I
NURS 4306 Adult Health Nursing II
NURS 3503 Nursing Research

NCLEX-RN Preparation Plan

It is important for students to prepare for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) from the first semester of nursing school. Students will complete the following NCLEX-RN preparation plan which includes, but is not limited to:

- standardized testing at various stages of the program
- practicing NCLEX-RN type questions
- identifying content areas of weakness and a plan for remediation

HESI Testing

Students will be required to take nationally standardized specialty exams to assess satisfactory competency. The score received will be reflected in points for designated courses in the theory portion of the course. Steps of the testing process are:

1. The Testing Coordinator, in collaboration with course faculty, schedules specialty and other standardized exams.
2. The Testing Coordinator orders the exams and has them available for use as scheduled.
3. Course Coordinators contact the Testing Coordinator once all students I the class have tested. The Testing Coordinator will then post the summary test results to the N drive to be available for faculty and staff review.
4. Course Coordinators record students' specialty exam score results related to points earned for the course.
5. Course Coordinators meet with students to go over scores and refer them to the Evolve Reach web site for remediation. Students are expected to assume responsibility for remediation in individual areas of deficiency.
6. The Operations Coordinator records the specialty exam scores in the database of student success factors with a copy placed in the student's file.

All students will take the HESI Exit Exam during NURS 4906 Nursing Leadership.

HESI Testing Schedule

Course	Test
NURS 3006 Foundations of Nursing	Fundamentals of Nursing
NURS 3304 Mental Health Nursing	Psychiatric/Mental Health Nursing
NURS 4504 Family Health Nursing	Maternity Nursing
NURS 4306 Adult Health Nursing II	Medical-Surgical Nursing
NURS 4904 Child Health Nursing	Pediatric Nursing
NURS 4906 Nursing Leadership	Exit Exam

Group Testing Procedures

Faculty members have the option of using group testing in nursing courses. A combination of group and individual testing may be utilized for the exams, except for the final exam which will only be given as an individual test. The student must first pass the examination with at least a 75% on the individual test in order to achieve the benefit of the group grade. The student must also pass the theory component of the course at a 75% or higher level on an individual basis to access and benefit from any of the group grades. Group grades will NOT be added into the final grade until the end of the semester.

Eligibility Requirements by the State of Oklahoma for Registered Nurse Licensure

Kramer School of Nursing at Oklahoma City University is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no

expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

Information for Applicants for Licensure or AUA Certification with History of Arrests, Convictions, or Prior Disciplinary Action

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5]. **Therefore, applicants for licensure in Oklahoma with one**

or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal.

Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements. Form X02 Revised 6/01, 11/02, 12/04, 4/27/2011

NCLEX or AUA Certification Candidates With History of Arrest/Deferred Sentence/Conviction Policy

I. Regulatory Services staff may approve the application of an NCLEX or AUA certification candidate with a misdemeanor offense in the following cases:

A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
B. The misdemeanor offense was not plea bargained from an initial felony charge; and
C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application.

II. All other Applications of NCLEX Applicants or AUA certification candidates with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may approve the Application of an NCLEX or AUA certification candidate in the following cases:

A. The criminal charge resulting in deferred sentence or conviction was not for a felony or misdemeanor involving physical harm to another; and
B. The conviction did not result in a sentence of incarceration that was served; and
C. The deferred sentence or conviction is older than ten (10) years and the Applicant has successfully completed the terms of the sentence and has had no other subsequent criminal offenses or unbecoming conduct.

If the deferred sentence or conviction is more than five (5) years old and involved alcohol related incidents, the Applicant may be asked to submit to an Evaluation from an approved provider that meets the criteria established by the Board. Upon receipt of the Evaluation, if there are no recommendations for treatment or monitoring, the applicant will be approved without disciplinary action. If the Evaluation has recommendations for treatment or monitoring, the Applicant will be offered a Stipulated Order based upon the Evaluator and/or IDP or Board recommendations.

III. All other Applications of candidates with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration or mental incompetence, not falling within the parameters of Sections I and II above, must come before the IDP or Board for decision.

IV. Regulatory Authority: 59 O.S. '567.8

Board Approved: 09/95 OBN Policy/Guideline #E-20
Board Reviewed w/o Revision: Page 1 of 1
Board Revised: 1/2000; 9/01; 11/02; 1/05; 01/09; 11/09

Student Nurses Association By-Laws (Oklahoma City University Constituency Chapter of the Oklahoma Student Nurses Association and National Student Nurses Association)

ARTICLE I
Name

The name of this organization shall be the Oklahoma City University Chapter of the Oklahoma Student Nurses Association (OCUSNA).

ARTICLE II
Purpose and Function

Section 1. The purpose of this organization shall be:

a. to assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
b. to provide programs representative of fundamental and current professional interest and concerns.
c. to aid in the development of the whole person, and his/her responsibility for the health care of all people.

Section 2. The function of this organization shall be:

a. to have direct input into standards of nursing education and influence the educational process.
b. to influence health care, nursing education, and practice through legislative activities as appropriate.
c. to promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
d. to represent nursing students to the consumer, to institutions, and to other organizations.
e. to promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of the person's race, creed, sex, age, lifestyle, national origin, or economic status.
f. to promote and encourage students' participation in interdisciplinary activities.
g. to promote and encourage relationships with nursing and other related health organizations.

ARTICLE III
Members

Section 1. This chapter shall be composed of at least 15 members.

Section 2. Categories of members

a. Active members
   1. shall be all undergraduate nursing students enrolled at OCU.
   2. shall be members of the National Student Nurses Association (NSNA).
   3. shall have all the privileges of membership.

Section 3. Active membership may be extended six months beyond completion of a Bachelor of Science Degree in Nursing. Sustaining membership will be renewed annually.

Section 4. Dues

a. The annual dues for each member shall include membership in the Oklahoma Student Nurses Association (OSNA), NSNA, and OCUSNA chapters. These dues are determined annually by the OCUSNA Executive Board. The dues year shall be a period of 12 consecutive months.
b. Payment of NSNA, OSNA, and OCUSNA dues are collected with fees at OCU. Fee payment is required for membership in this chapter.
c. Dues shall be payable directly to NSNA. NSNA shall remit to each state constituent to dues received on behalf of that chapter.

ARTICLE IV
Officers

Section 1. Definitions

a. The Board of Directors of this chapter shall consist of those persons holding the office of President, Vice-President, Secretary, Treasurer, Public Relations/Community Projects Director, and Historian.
b. The Executive Board of this chapter shall consist of the officers listed above, in addition to the committee chairpersons and faculty Consultant(s).

Section 2. Qualifications

a. Candidates for office shall be nominated by members of this chapter.
b. Candidates shall be conscientious, objective persons who will work for the best interest of this chapter.
c. Candidates for office shall be chosen from those members who shall be nursing students throughout the term of office.

d. The candidates for office will consent to fulfilling the duties of office for at least one academic year.

Section 3. Terms of office

a. Officers shall be elected during the month of April. The term of office shall be one year from the time of election until the next election, at which successors are elected.
b. The outgoing officers shall remain in an advisory capacity for one month.

Section 4. Duties of office

a. The President shall:
    1. preside at all meetings of the chapter, the Board of Directors, and the Executive Board.
    2. appoint special committees and committee chairpersons with the approval of the Executive Board.
    3. serve as an ex-officio member of all committees.
    4. approve expenditures as submitted by the Treasurer and approved by the Executive Board.
    5. submit national constituency forms annually.
    6. be responsible for keeping members of the chapters informed on important issues related to student activities.
    7. work with the Executive Board.
    8. perform all other duties pertaining to the office, representing the chapter in all matters of concern.
b. The Vice-President shall:
    1. assume the duties of the President in the event of an absence of the President.
    2. accede to the office of President in the event of a vacancy in the office of President.
    3. be responsible for organizing and posting the agenda for chapter and Executive Board meetings.
    4. work with the Executive Committee.
    5. be responsible for the review and maintenance of current by-laws.
    6. submit copies of by-laws and all amendments to OSNA Second Vice-President.
    7. act as delegate to state and national conventions. If this officer cannot attend a convention or cannot act as an alternate delegate, the Executive

Board shall appoint an alternate delegate. The appointed delegate shall then receive any fees normally paid to the Vice-President.

8. perform all other duties pertaining to the office.

c. The Secretary shall:
    1. record the minutes of all meetings of the chapter and Executive Board.
    2. keep a record of all reports, papers, and documents, including a list of all chapter officer's names and addresses.
    3. send a copy of the chapter names and addresses to the OSNA.
    4. inform the faculty Consultant(s) in advance of all chapter and Executive Board meetings through correspondence.
    5. count and record election results as witnessed and signed by the President, Vice-President, and faculty Consultant(s).
    6. refer to the appointed committee the necessary records for the performance of their duties.
d. The Treasurer shall:
    1. act as custodian of chapter funds and deposit these funds through the Business and Information Manager of the Kramer School of Nursing (KSN).
    2. prepare a budget and make monetary disbursements with the approval of the President and the authorization of the Executive Board.
    3. keep accurate entries of acquisitions and disbursements of chapter funds.
    4. prepare a report of the transactions of the Treasurer's office to be submitted upon request of the Executive Board.
    5. submit a financial report to the members of the Executive Board when requested.
e. The Public Relations/Community Projects Director shall:
    1. post a monthly calendar during the academic school year.
    2. post announcements of activities.
    3. oversee a comment box.
    4. serve as liaison to staff for the KSN food bank.
    5. coordinate volunteer and fund raising activities.
f. The Historian shall:
    1. take pictures at OCUSNA events and meetings.
    2. keep documentation of students and activities to include in a scrapbook.
    3. assist Public Relations/Community Projects Director with bulletin boards and newsletters.

Section 5. All officers shall meet annually with the Consultant(s) to assist with yearly budget development.

Section 6. All officers shall deliver to their successors all records, papers, or other property belonging to the chapter upon termination of their office.

Section 7. All officers shall submit to the Treasurer their expenses with original receipts for reimbursement.

Section 8. The chapter shall pay the registration fees for President, and Vice-President attending NSNA and ONSA conventions in addition to Fall and Spring workshops. These students must be in good standing at OCU and not reimbursed by state or national associations.

Section 9. Negligence of the Executive Board

a. Any officer missing two consecutive meetings shall submit a written statement to the Executive Board within two weeks of the second absence.
b. Upon review of the submitted written statement from the negligent officer, the Board shall have the power by two thirds (2/3) vote to declare an office vacant. The written notification from the officer will be presented at the next board meeting, and should show cause why the officer should not be removed from office. A written response from the Executive Board to the negligent officer will be sent to the officer. If the negligent officer does not respond within the allotted two weeks, the office will be declared vacant.

ARTICLE V
Elections

Section 1. The officers of the chapter shall be elected during the first OCUSNA meeting in April and serve until the following May.

Section 2. Nominations will be taken prior to and on the day of elections and timed speeches heard the day of elections. Only eligible candidates may be nominated. Nominations shall come from the floor, or the candidates may nominate themselves and campaign appropriately for the office they choose to hold.

Section 3. Written ballots shall be used for voting. The faculty Consultant(s) shall choose two 4000-level class representatives to collect and tally the votes. Election results shall be recorded and results announced by the Consultant(s) or outgoing President or Vice-President.

Section 4. A simple majority vote shall elect the officers. In the event of a tie, a runoff vote shall be conducted and repeated until a clear decision is made.

Section 5. In the event that an officer must vacate a position an election will be held at the next meeting of the OCUSNA membership. As with regular elections, the student nominated with the majority of votes will win the election and will immediately fill the vacated position.

Section 6. Current officers and the faculty Consultant(s) will conduct a meeting prior to the last day of classes with newly elected officers to pass on any needed documentation and information to carry out duties and any unfinished projects.

ARTICLE VI
Meetings

Section 1. Meeting of this chapter shall be held monthly at the time and place designated by the Executive Board.

Section 2. Honorary recognition may be granted at the last meeting of the Spring semester to members and to persons for services rendered to the chapter by members of the chapter.

Section 3. All meetings of this chapter and the Executive Board shall be open unless executive session is called, at which time the public will be given notice of a closed meeting.

ARTICLE VII
Executive Board

Section 1. The Executive Board shall consist of officers, committee chairpersons, officers-elect, and Consultant(s), the last not having a vote.

Section 2. The Board shall meet as needed to plan programs or when requested by the President. The Board may call chapter meetings more frequently than once monthly, but not less.

Section 3. The Executive Board shall:

a. have the power to fill vacancies of the Executive Board.
b. approve the budget, authorize the monetary disbursements, and provide for the annual audit at the close of the fiscal year.
c. perform all other duties as put forth in the chapter bylaws.

ARTICLE VIII
Consultant(s)

Section 1. The Consultant(s) shall consist of at least one KSN faculty member who is preferably also a member of the Oklahoma Nurses Association.

Section 2. This term of office shall be one year for each Consultant concurrent with the Executive Board.

Section 3. The Consultant(s) shall be selected by a simple majority vote of the membership of OCUSNA. In the event of a tie, a runoff election will be held.

Section 4. Should a Consultant vacancy occur, a new Consultant shall be selected by a simple majority vote of the Executive Board for the remainder of the office vacated.

Section 5. The Consultant(s) shall:

a. counsel and advise officers and members of the chapter as the need arises.
b. contribute to maintaining channels of communication with local, state, and national consultants.
c. serve as a resource regarding issues in nursing and activities of the chapter.
d. be present at chapter and Executive Board meetings.
e. be present at NSNA and OSNA conventions, and the Fall/Spring workshop.
f. receive NSNA mailings and work directly with the President of the chapter.

Section 6. OCUSNA shall pay one half the registration fee for the Consultant at NSNA conventions and the Fall/Spring workshops. Accommodations and transportation to each of these functions will be at the Consultant's expense.

Section 7. Negligence of Consultant(s)

a. A Consultant may be asked to resign his/her office if found negligent of duties outlined in Article VIII, section 5 of these bylaws. Written notification, approved by the Executive Board, will be submitted to any Consultant believed to negligent in his/her duties. Upon a second notification of negligence, the Consultant will be sent written notification to appear at the next Executive Board meeting to show cause why s/he should not be removed. Failure to respond within two weeks of this notification will result in a vacancy of this office. The Board shall have the power by two thirds (2/3) vote to declare the office vacant.

ARTICLE IX
Committees

The Executive Board shall, at its discretion, establish committees, and determine the function, terms, and membership of these committees.

ARTICLE X
Quorum

Section 1. Two officers of this chapter and 15 members shall constitute a quorum at chapter meetings, provided that one of the officers is the President or Vice-President.

Section 2. A majority of the officers and one Consultant shall constitute a quorum at any meeting of the Executive Board.

Section 3. At special committee meetings, a majority of committee members and the chairperson shall constitute a quorum.

RTICLE XI
Fiscal Year

The fiscal year of the chapter shall be July 1 to June 30 of the following calendar year.

ARTICLE XII
Amendments

Section 1. These bylaws may be amended at any given meeting of this chapter by a two thirds (2/3) vote of the voting body, provided that due notice of four weeks has been given.

Section 2. All proposed amendments shall be presented to the Executive Board on the week prior to presentation to the members.

Section 3. An amendment to these bylaws shall become effective immediately upon its approval at the chapter meeting, unless it is specified otherwise.

Chapter Three:

Policies & Procedures:

RN-BSN and Graduate Programs

3-A. Policies & Procedures: RN-BSN Students

Program Learning Outcomes of the Bachelor of Science in Nursing (BSN) Degree

The BSN graduate of the Kramer School of Nursing will function as a professional nurse able to:

1. Demonstrate clinical competence in the provision of ethical and legal nursing care.
2. Collaborate with and educate clients regarding self-care activities designed to promote health, restore wellness, and prevent illness.
3. Utilize the nursing process as a critical thinking framework for problem solving and making effective clinical judgments.
4. Promote physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Manage, coordinate, and delegate care of clients within and in collaboration with the health care system.
6. Exemplify the caring behaviors of acceptance of, respect for, and empathy with the client.

Nursing Course Sequence in the RN-BSN Curriculum

First Semester	
First eight weeks	NURS 4202 RN-BSN Professional Nursing NURS 4403 RN-BSN Health Assessment
Second eight weeks	NURS 4605 RN-BSN Community Health Nursing
Second Semester	
First eight weeks	NURS 4503 RN-BSN Nursing Research
Second eight weeks	NURS 4805 RN-BSN Nursing Leadership

Progression Requirements for the RN-BSN Program

Completion of the 124 credit hours required for a BSN will be under the following conditions:

- All RN-BSN applicants who have graduated from a state Board of Nursing approved program receive 72 transfer credit hours for their RN license.
- 22 hours of portfolio credit will be awarded for applicable nursing experience, certifications, and continuing education units.
- All general education and elective credits can be earned through transfer credit, through OCU courses, as portfolio credit, or by utilizing challenge examinations such as CLEP.
- Students will be required to take 18 credit hours of specified nursing courses at OCU.

- All students will be required to take at least 30 credit hours at OCU.
- The KSN TOEFL requirement is waived for students who have passed the NCLEX-RN.
- Each student enrolled in the RN-BSN program shall have a current, unencumbered Oklahoma Registered Nurse license

The nursing major courses will be taught in eight-week blocks. Nursing courses may be taken along with general education courses. BSN requirements for students who graduated from a diploma or non-nationally-accredited RN program are handled on a case-by-case basis. Credit granted to RNs by Oklahoma City University for prior learning as portfolio credit will be posted during the final BSN semester. None of these credits count toward the 30 credit hours of Oklahoma City University residency requirement.

To progress to the next sequential semester, the student must earn grades as specified in Section1.C. Enrollment in Courses and Minimum Grade Requirements.

3-B. Policies & Procedures: Master's Students

Program Learning Outcomes of Master of Science in Nursing (MSN) Degree Tracks

The MSN graduate of the Kramer School of Nursing will function as an advanced professional nurse able to:

1. Demonstrate the capacity to develop environments promoting professional, ethical, and legal nursing practice.
2. Design, implement, and evaluate comprehensive programs based upon advanced theoretical knowledge that promote health, restore wellness, prevent illness, and incorporate self-care activities.
3. Synthesize nursing research findings and integrate evidence based processes to develop critical thinking frameworks for problem solving and making effective clinical, educational, and administrative judgments.
4. Demonstrate leadership in promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Provide collaborative and innovative leadership to coordinate and delegate care of clients and to manage health care systems.
6. Develop practice environments that exemplify the caring behaviors of acceptance, respect, and empathy.

Nursing Courses in the MSN Curriculum

Previous college-level courses will be evaluated to assure completion of an undergraduate or graduate-level statistics course that will fulfill the prerequisite requirement for NURS 6323. While student may begin the MSN program without a statistics course, they cannot progress to NURS 6323 without it.

A maximum of six credit hours of previous study at the master's level may be accepted as transfer credit on a case-by-case basis. This process is to precede the finalization of the formal Degree Completion Contract. Students will be responsible for information covered in these classes and will be asked to demonstrate comprehension of this information throughout the MSN program. The student must submit a Student Petition to the Graduate Specialist to request that such hours be considered for transfer.

All matriculated graduate-level nursing students must complete a Degree Completion Contract within the first semester of NURS coursework. The contract can be obtained from the Program Specialist. Samples of course sequencing will be provided; however, it is the responsibility of the student to submit the degree completion contract in a timely manner. The courses in the MSN curriculum are listed below.

Nursing Education Track

NURS 5003 Communication in Health Professions
NURS 5103 Theoretical Foundations of Advanced Nursing Practice
NURS 5153 Foundations of Teaching & Learning
NURS 5203 Curriculum Development in Nursing Education
NURS 5223 Technology Strategies for Nursing Education
NURS 5403 Teaching Strategies for Nursing
NURS 5703 Educational Ethics and Health Care Policy
NURS 6153 Nursing Education Evaluation Strategies
NURS 6323 Research Integration in Nursing Practice
NURS 6503 Education Practicum
NURS 6603 Master's Project

Health Care Systems Leadership and Administration Track

NURS 5003 Communication in Health Professions
NURS 5103 Theoretical Foundations of Advanced Nursing Practice
NURS 5303: Quality Improvement, Safety, and Technology in Health Care Leadership

NURS 5803 Ethics and Health Care Policy
NURS 6303 Contemporary Health Care Organizations
NURS 6323 Research Integration in Nursing Practice
NURS 6313: Health Care Economics & Financial Management
NURS 6403 Evolving Health Care systems
NURS 6503 Nursing Administration Practicum
NURS 6103: Health Care Law and Regulations
NURS 6603 Master's Project

Clinical Nurse Leader Track

NURS 5103 Theoretical Foundations of Advanced Nursing Practice
NURS 6323 Advanced Nursing Research
NURS 5503 Quality Improvement, Safety, and Technology
NURS 6303 Contemporary Health Care Systems
NURS 6313: Health Care Economics & Financial Management
NURS 5703 Ethics and Health Care Policy
NURS 6203 Advanced Pathophysiology
NURS 6213 Pharmacology for Advanced Practice
NURS 6215 Advanced Health Assessment & Diagnostic Reasoning
NURS 6501 Advanced Health Promotion & Risk Reduction
NURS 6601 CNL Practicum (Seminar & 200 clinical hours)
NURS 6602 CNL Practicum (Seminar & 200 clinical hours

Post-Master's Certificate in Nursing Education

NURS 5153 Foundations of Teaching and Learning
NURS 5203 Curriculum Development

NURS 5223 Technology Strategies in Nursing Education
NURS 5403 Teaching Strategies
NURS 6153 Nursing Education Evaluation Strategies

Post-Master's Certificate in Nursing Leadership

NURS 5303 Quality Improvement, Safety, and Technology in Health Care Leadership
NURS 5803 Leadership Ethics and Health Care Policy
NURS 6303 Contemporary Health Care Systems
NURS 6313 Health Care Economics & Financial Management
NURS 6403 Evolving Health Care Systems

Post-Masters Certificate – AGACNP

NURS 6513 Management of Adult-Gerontological Health Problems I
NURS 6613 Adult-Gerontological Advanced Practice I
NURS 6523 Management of Adult-Gerontological Health Problems II
NURS 6643 Adult-Gerontological Advanced Practice II
NURS 6533 Management of Adult-Gerontological Health Problems III
NURS 6653 Adult-Gerontological Advanced Practice III
NURS 6704 Adult-Gerontological Advanced Practicum

Post-Master's Certificate – FNP

NURS 6223 Health Promotion & Primary Care of Adults
NURS 6233 Adult Primary Care Clinical
NURS 6242 Health Promotion & Primary Care of Women
NURS 6342 Women's Primary Care
NURS 6252 Health Promotion & Primary Care of Children
NURS 6352 Children's Primary Care
NURS 6254 Primary Health Care in Advanced Practice Settings
NURS 6362 Geriatric Primary Care

A maximum of 6 transfer credit hours with grades of at least a B (3.0) are allowed for any MSN pathway program and only by permission of the Chair of Graduate Education or the Assistant/Associate Dean for Professional Advancement. A master's degree is required for entry into all of the certification programs; a master's degree and certification as a nurse practitioner are required for admission into one of the nurse practitioner certification programs. Transfer or prior learning credit is approved prior to initial enrollment. Each student enrolled in the MSN program shall have a current, unencumbered Oklahoma Registered Nurse license

Progression Requirements for the MSN Program

To progress to each subsequent semester, the student must complete prerequisites for that next semester, earn grades as specified in Section 1.C. Enrollment in Courses and Minimum Grade Requirements, and maintain a 3.0 graduate level OCU GPA. If the minimum GPA is not achieved, the student will be placed on KSN probation.

If an undergraduate wants to enroll in a master's degree level course and receive graduate credit, s/he will have to apply for the master's program and be admitted. The course will not count toward the BSN. If the student wants undergraduate credit for the course, the course must not have a course number higher than 5999, and the student must have the professor's permission. The course will not count for graduate credit even if the student plans to get a master's degree eventually. If the student wants to

pursue an MSN from Oklahoma City University, s/he would have to take a substitute course in the MSN program, having already had it as an undergraduate.

RN-to-MSN Option

Registered Nurses, who have bachelor's degrees in non-nursing fields from accredited institutions recognized by Oklahoma City University and meet MSN admission requirements, may bypass the BSN and progress directly to the MSN courses by first taking the following BSN-level courses and earning grades of at least C (2.0). No other bachelor's level courses of any type are required.

NURS 4403 RN-BSN Health Assessment
NURS 4605 RN-BSN Community Health Nursing
NURS 4805 RN-BSN Nursing Leadership

Graduation Requirements

The general academic and graduation requirements are presented in the *OCU Graduate Catalog*. These requirements must be completed within a five-year period from the date of the first day of class for the first MSN course attempted (six years if in the MSN/MBA option).

In order to qualify for a Master of Science in Nursing degree, the following must be satisfactorily completed:

- All required course work.
- A University Graduation Application form processed through the Graduate Programs Specialist.
- The MSN scholarly project.
- The "MSN Project Completion Approval Form" submitted no less than 30 days prior to the last class day of the semester of intended graduation to the KSN Chair of Graduate Education.

3-C. Policies & Procedures: Doctoral Students

Program Learning Outcomes of the Doctoral Programs

The American Association of Colleges of Nursing (AACN) provides indicators of quality for all levels of professional nursing education. The indicators for doctoral education are well-organized and widely available as online publications: *The Indicators of Quality in Research-Focused Doctoral Programs in Nursing* (AACN, 2001) and *The Essentials of Doctoral Education for Advanced Nursing Practice*

(AACN, 2006) (see Appendix A). These publications provide benchmarks for performance and achievement, and set standards for faculty and infrastructure resources. All accrediting organizations for nursing education (Accreditation Commission for Education in Nursing, the Commission for Nursing Education Accreditation, and the Commission on Collegiate Nursing Education) accept the AACN standards as appropriate measures of excellence. Kramer School of Nursing used these standards in designing the doctoral programs and continues to use them in ongoing quality improvement.

Program Learning Outcomes of the Doctor of Philosophy (PhD) Degree

The PhD graduate of Kramer School of Nursing will function as a professional nurse able to::

1. Create and sustain environments exemplifying professional, ethical, and legal nursing practice.
2. Design, implement, and evaluate comprehensive education, clinical practice, administration, and/or research programs based upon advanced theoretical knowledge that promote health, enrich the environment, and advance the nursing profession.
3. Design, implement, and evaluate nursing research to establish evidence-based practices using critical thinking frameworks for problem solving and making effective clinical, educational, administrative, and/or research judgments.
4. Advance the scholarship of nursing through the promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Integrate research and advanced theoretical knowledge to promote interprofessional collaboration and provide transformational leadership within health care systems.
6. Guide, mentor, and support individuals and groups to create practice environments that exemplify the caring behaviors of acceptance, respect, and empathy.

Program Learning Outcomes of the Doctor of Nursing Practice (DNP) Degree

The DNP graduate of Kramer School of Nursing will function as a professional nurse able to:

1. Create and sustain environments exemplifying professional, ethical, and legal nursing practice.
2. Design, implement, and evaluate comprehensive education, advanced clinical practice, administration, and/or research programs based upon advanced theoretical knowledge, national practice standards and/or clinical practice guidelines that promote health, enrich the environment, and advance the nursing profession.
3. Examine, implement, and evaluate nursing research and clinical practice guidelines to establish evidence-based advanced clinical practices using critical thinking frameworks for problem solving and making effective advanced clinical, educational, administrative, and/or evidence-based clinical practice policies and procedures.

4. Integrate the scholarship of nursing through the promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Integrate research, advanced clinical practice guidelines, and theoretical knowledge to promote inter-professional collaboration and provide transformational leadership within health care systems.
6. Guide, mentor, and support individuals and groups to create advanced clinical practice

Learning outcomes for every course in the doctoral curricula have been written to assure achievement of these program outcomes.

Prior Learning Credit for Graduate-Level Courses

The process of granting graduate-level course credit for prior learning is a methodical approach designed to validate the equivalency of experiential learning and non-academic credentialing to courses in the graduate degree curriculum. The student provides objective, verifiable evidence of mastery of the designated course's content and achievement of the course objectives. This evidence will include completion of the Kramer School of Nursing (KSN) "Prior Learning Credit Evaluation Form," originals of documents and/or notarized letters confirming the student's claims, and a formal paper written by the student in APA format justifying the request.

The following steps and conditions apply in all cases:

1. Students wishing to apply for prior learning credit for a course must first be admitted to a KSN graduate program, be in good academic standing, and be progressing satisfactorily toward completion of the degree.
2. Credit for prior learning will not be posted on the graduate degree transcript until the student has passed 15 or more credit hours of courses taken at Oklahoma City University in the graduate program.
3. The student is to submit the applications for prior learning credit to the KSN Chair of Graduate Education. A designated faculty member with Graduate Faculty Status who has expertise in the course content area will conduct the evaluation, with input from appropriate course faculty, if any.
4. No grade will be awarded for prior learning credit, and the credit will not be considered in calculating a GPA. The transcript will show the course number and title that the prior learning credit is replacing, along with a grade of "Credit." If the application is denied, no listing will be made on the transcript, and the student will take the course for a grade.

5. An application for prior learning credit may be made only once for a course.
6. Not more than six of the required credit hours for the graduate degree being pursued can be awarded as transfer or prior learning credit.

No more than six credit hours of graduate-level work may be transferred for the MSN and DNP-Completion degrees. No more than nine credit hours of graduate-level work may be transferred for the BSN-DNP/NP degree. No more than 33 credit hours of master's level coursework may be transferred for application toward completion of PhD requirements. No more than 15 credit hours of previous study at the post-master's or doctoral level may be accepted for the PhD degree.

Progression Requirements for Doctoral Students

Students in the PhD and DNP programs must maintain continuous enrollment in the program as specified in the individualized degree completion contract. The PhD student has 10 years to complete the program, the DNP completion student has five years, and the BSN-DNP student has eight years. If the program is not finished within the designated time, additional coursework may be required or the student may not be allowed to continue. If the student wishes to remain in the program, a formal written request for extension must be made by the student and approved by the advisor and Chair.

To progress, the student must have passed all prerequisite courses. To graduate, the student must have passed all required courses, have earned the necessary number of graduate hours, and have met all other graduation requirements. A grade below a B- (2.75) is considered failing in doctoral work. The student may retake one course. A second failure in that course or in another course will result in dismissal from the program.

The student may be placed on probation for violation of university student policies, including professional behavior expectations. Unprofessional behavior is defined by the *OCU Student Handbook* and the Oklahoma Board of Nursing. Should the student be placed on probation, the Chair of Graduate Education, the Assistant/Assistant/Associate Dean (or his/her designee), and the Chair of Advanced Practice Nursing (when indicated) will meet with the student to inform the student of the reasons for probation. Appropriate other faculty may also attend. The student may have a non-legal nonparticipating support person present at the meeting. The "Notice of Placement on KSN Probation" form will be completed. One copy will be given to the student and one copy placed in the permanent student file. See Section 1.C. KSN Probation for steps to resolve probation.

Withdrawal and Leave of Absence

Standard university withdrawal policies and procedures will apply to students who choose not to finish the PhD, DNP Completion, or BSN-DNP program (see Section 1-B. Withdraw and Readmission Policy for those procedures). The student is to meet with the KSN Chair of Graduate Education for an exit interview that will focus on the needs of the student and discussion of whether withdrawal or a leave of absence is better. Students who desire to remain in the program and need a one-semester leave of absence or who wish to revise their degree completion plan must submit the request in writing in a letter to the KSN Chair of Graduate Education or the Chair of Advanced Practice Nursing (as appropriate). The Chair will convene a meeting with the student, the student's advisor, and the dissertation Chair, if relevant. If the student is in good standing with the program and if the request is granted, a leave of absence may be taken for one semester. An extension may be granted one semester at a time by repeating the process. The Chair will respond in writing to the student declaring the parameters of the leave of absence. A new degree completion plan must be created any time a change takes place, specifying the projected time to return and the new degree completion date.

Residency Requirements

Each student enrolled in a doctoral program shall have a current, unencumbered Registered Nurse license in the state in which they practice. The BSN-DNP/NP program is designed for individuals who are committed to completing the professional doctoral degree through continuous enrollment in a three or four-year plan of study.

For BSN-DNP/NP and BSN-to-PhD students, 5000 and 6000-level courses will meet on-campus either weekly, bi-weekly, or monthly as determined by the individual plan of study. 7000 level classes and above meet in three-day intensives in person each semester with additional requirements completed throughout the semester in varying formats.

The DNP-completion and post-master's PhD programs are designed for individuals who work full time and who may or may not be geographically located within driving distance of OCU. Therefore, the residency requirement will be met by maintaining year-round (including summers) continuous enrollment (unless on an approved leave of absence) and by coming to campus for all the following:

- On-campus class meetings
- Oral defense of candidacy exam (PhD students only)
- Oral defense of DNP project (DNP students only)
- Oral defense of dissertation proposal (PhD students only)

- Oral defense of dissertation (PhD students only)
- Other visits to campus required by faculty that are approved by the program Chair

Program Completion

All doctoral programs require a culminating product that shows the student's ability to synthesize knowledge in a new, original way as a type of scholarly work. Since the PhD is a research doctorate, a research study will be presented as a dissertation. For the DNP, a professional practice doctorate, a project that demonstrates the student's mastery of doctoral theory through a venture that identifies a practice problem and proposes an original solution that is based on the research of others will be completed. Procedure as established by the Registrar's Office will be followed for authorizing completion of all requirements and eligibility for graduation. It is the student's responsibility to obtain the required signatures and releases for graduation. Failure to complete the process will delay posting of the degree and the release of the diploma and official transcript verifying degree completion. Only after successful completion of the dissertation or DNP project will the student be eligible to participate in university graduation ceremonies, including hooding. Purchase or rental of doctoral regalia is the responsibility of the student. The OCU Bookstore is available to assist the student in the process.

Policies and Procedures Specific to DNP Students

DNP Completion Program

The DNP completion program at Kramer School of Nursing is a clinical or administrative practice-focused program designed to educate nurses to apply research and function at an advanced level of client care or administration of client care services in a chosen area of expertise. The DNP completion program is designed to create expert clinicians/administrators with the abilities to affect health care of clients positively, provide leadership in health policy, and translate research into evidence-based practice. Students are provided the opportunity to expand and refine clinical skills by designing advanced practicum experiences that meet their goals. The DNP Completion Program at OCU will require 30 credit hours post-master's degree and post-APRN or other approved certification and licensure. The DNP completion courses are listed below.

DNP Completion Curriculum: Clinical Track

Course Number	Course Title	Credit Hours
NURS 7103	Philosophy of Science	3
NURS 7113	Advanced Health Care Policy	3
NURS 7123	Advanced Theory Development	3

Course Number	Course Title	Credit Hours
NURS 7253	Translational Research and Evidence-Based Practice	3
NURS 8413	Population Health	3
NURS 7213	Transcultural and Global Health Care	3
NURS 8423	Clinical Practice Management and Information Systems	3
NURS 8443	Advanced Clinical Practicum I	3
NURS 8453	Advanced Clinical Practicum II	3
NURS 9103	DNP Project	3

DNP Completion Curriculum: Leadership Track

Course Number	Course Title	Credit Hours
NURS 7103	Philosophy of Science	3
NURS 7113	Advanced Health Care Policy	3
NURS 7423	Organizational and Leadership Theory	3
NURS 7123	Advanced Theory Development	3
NURS 7253	Translational Research and Evidence-Based Practice	3
NURS 7453	Health Care Information Management	3
NURS 8343	Advanced Resource Management in Complex Systems	3
NURS 8443	Advanced Clinical Practicum I	3
NURS 8453	Advanced Clinical Practicum II	3
NURS 9103	DNP Project	3

A maximum of 6 transfer credit hours with grades of at least a B (3.0) are allowed for any DNP pathway program and only by permission of the Chair of Graduate Education. Transfer or prior learning credit is approved prior to initial enrollment.

<u>BSN-DNP Program/FNP or AGACNP Pathway</u>

The BSN-DNP program with a focus on the Family Nurse Practitioner or Adult Gerontology Acute Care Nurse Practitioner pathway at Kramer School of Nursing is a clinical practice-focused program designed to educate students with a bachelor's degree in nursing to advanced clinical practice. Students will learn to apply advanced critical thinking skills and judgment in managing patients with acute and chronic

conditions and function at an advanced level of client care and services in the setting appropriate for their chosen pathway. The DNP program is designed to create expert clinicians with the abilities to affect health care of clients and communities positively, provide leadership in health policy, and translate research into evidence-based practice. Students are provided the opportunity to develop and refine clinical skills through advanced practicum experiences. BSN-DNP/NP students will take graduate and doctoral level classes and gain 1,000 hours in clinical settings focusing on patient care and the DNP project. Students must earn at least 80% of the points possible on course exams before other points will be considered in calculation of the course grade. Failure to achieve an average of 80% or higher on examinations will result in a final course grade equal to the average of the exam scores. Students will need to maintain Oklahoma RN licensure in order to participate in their clinical settings as an FNP or AGACNP DNP student. Upon graduation, students will be eligible to sit for certification exams to enable them to practice as a Family Nurse Practitioner or Adult Gerontology Acute Care Nurse Practitioner.

Degree Completion Plan for BSN-DNP, Family Nurse Practitioner track

Required Course Number and Name		**Year/Semester Course Will be Taken at OCU**	**Course Already Taken and Approved for Transfer***
First Year:			
NURS 5004 Communication & Informatics in Health Professions	FA		
NURS 6203 Advanced Pathophysiology	FA		
NURS 5103 Theoretical Foundations of Advanced Nursing Practice	SP		
NURS 6213 Pharmacology for Advanced Practice	SP		
NURS 7213 Transcultural & Global Health Care	SU		
NURS 7113 Advanced Health Care Policy	SU		
Second Year:			
NURS 8413 Population Health	FA		
NURS 6215 Advanced Health Assessment & Diagnostic Reasoning	FA		
NURS 6323 Research Integration in Nursing Practice	SP		
NURS 6242 Health Promotion & Primary Care of Women (8 weeks)	SP		

Required Course Number and Name		Year/Semester Course Will be Taken at OCU	Course Already Taken and Approved for Transfer*
NURS 6342 Women's Primary Care (8 weeks)	SP		
NURS 7103 Philosophy of Science	SU		
Third Year:			
NURS 6252 Health Promotion & Primary Health Care of Children	FA		
NURS 6223 Health Promotion & Primary Health Care of Adults	FA		
NURS 7123 Advanced Theory Development	SU		
NURS 6233 Adult Primary Care	SU		
NURS 6352 Children's Primary Care	SP		
NURS 8423 Clinical Practice Management	SP		
Fourth Year:			
NURS 6362 Geriatric Primary Care	FA		
NURS 7253 Translational Research & Evidence-Based Practice	FA		
NURS 6254 Primary Care in Advanced Practice Settings	SP		
NURS 9103 DNP Project	SP		
NURS 9102 DNP Project II	SU		

*Specify university, course name and number, and when taken

Degree Completion Plan for BSN-DNP, AGACNP Pathway

Required Course Number and Name		Year/Semester Course Will be Taken at OCU	Course Already Taken and Approved for Transfer*
First Year:			
NURS 5004 Communication & Informatics in Health Professions	FA		
NURS 6203 Advanced Pathophysiology	FA		
NURS 5103 Theoretical Foundations of Advanced Nursing Practice	SP		
NURS 6213 Pharmacology for Advanced Practice	SP		
NURS 7213 Transcultural & Global Health Care	SU		

Required Course Number and Name		Year/Semester Course Will be Taken at OCU	Course Already Taken and Approved for Transfer*
NURS 7113 Advanced Health Care Policy	SU		
Second Year:			
NURS 8413 Population Health	FA		
NURS 6215 Advanced Health Assessment & Diagnostic Reasoning	FA		
NURS 6513 Management of Adult-Gerontological Health Problems I	SP		
NURS 6613 Adult-Gerontological Advanced Practice I	SP		
NURS 7103 Philosophy of Science	SU		
NURS 6323 Research Integration in Nursing Practice	SU		
Third Year:			
NURS 6523 Management of Adult-Gerontological Health Problems II	FA		
NURS 6643 Adult-Gerontological Advanced Practice II	FA		
NURS 7123 Advanced Theory Development	SP		
NURS 6533 Management of Adult-Gerontological Health Problems III	SP		
NURS 8423 Clinical Practice Management	SU		
Fourth Year:			
NURS 7253 Translational Research & Evidence-Based Practice	FA		
NURS 6653 Adult-Gerontological Advanced Practice III	FA		
NURS 9103 DNP Project	SP		
NURS 6704 Adult-Gerontological Advanced Practicum	SP		
NURS 9102 DNP Project II	SU		

*Specify university, course name and number, and when taken

A maximum of 6 transfer credit hours with grades of at least a B (3.0) are allowed for any DNP pathway program and only by permission of the Chair of Advanced Practice Nursing. Transfer or prior learning credit is approved prior to initial enrollment.

DNP Project

DNP students are to begin preparing a project proposal during the Translational Research and Evidence-Based Practice course (NURS 7253). Once the student has selected the topic and begun developing the proposal, s/he is to select an appropriate committee Chair and two committee members with expertise relevant to the topic. Committee members must have doctorates or MSN prepared Advanced Practice faculty. Committee members may be full- or part-time faculty from any discipline relevant to the project, and may be from OCU or another university. Any non-nursing or non-OCU committee members requested must be approved by the KSN Chair of Graduate Education.

The project Chair will advise and approve the student's writing of the proposal, assist with obtaining needed approvals and funding (if any), implementation of the project, and writing of the project paper. The Chair will also convene the project committee for oral defense of the completed project. The presentation is open to the public. The student is to coordinate the room reservation and public notification for the defense through the Graduate Specialist. The student is to submit a clean, current print copy and electronic copy of the project to each committee member at least 14 days before the defense.

The defense presentation should last 30 - 60 minutes. The student may use visual aids or media as desired. The committee will then be allowed to ask questions and may or may not permit questions from the audience. At the end of the defense the audience and the student will be dismissed for the committee to discuss the decision. The decision of the majority will stand. The committee's decision will immediately be shared with the student. The committee will have the following options:

1. Accept and pass unconditionally
2. Accept and pass with minor revisions of the project that are to be submitted to the committee Chair within 14 calendar days, allowing the student to complete the DNP that same semester, if possible
3. Unsuccessful completion, meaning the project paper needs changes that will take longer to complete and another oral defense is required

At the conclusion of a passing defense, the committee will sign the " Project Approval Form" and submit it to the KSN Chair of Advanced Practice Programs and then to the KSN Dean for signatures. The student will then complete the submission process for binding through the Dulaney-Browne Library at least three weeks prior to the end of the semester during which the student wishes to graduate. The

Graduate Specialist will be available to assist in the process. One copy of the bound project paper plus any additional personal copies ordered will be returned to the student.

Post-DNP Certificate Clinical Research Methods

A 15 credit post-DNP certificate is offered to provide this population with knowledge and skills to conduct original research. The curriculum is as follows.

Post-DNP Certificate in Clinical Research Methods

NURS 8103 Qualitative Research (3cr)
NURS 8203 Quantitative Research (3cr)
NURS 7403 Statistical Analysis I (3cr)
NURS 8403 Statistical Analysis II (3cr)
NURS 9203 DNP Clinical Research Practicum (3cr)

Policies and Procedures Specific to PhD Students

The PhD program at Kramer School of Nursing is a research-focused program designed to prepare graduates to extend nursing knowledge through independent research and creative scholarship in clinical and academic settings. The PhD in nursing curriculum for Oklahoma City University is designed to create nurse scholars who possess an expert body of knowledge and research skills to contribute further to that body of knowledge. This expertise is gained through coursework in science and theory development, research design and analysis, and a cognate focus or foci of the student's choice. KSN has a history of excellence in producing master's-level nurse educators; doctoral level courses have been created to build on that foundation with a nursing education cognate. Students may, however, design their own cognates with coursework on and off the Oklahoma City University campus approved by the advisor and KSN Chair of Graduate Education.

The PhD program will require a minimum of 90 credit hours post-baccalaureate. Students with a master's degree may be admitted directly to the PhD program. Students with an undergraduate degree are eligible for the BSN-to-PhD pathway. Students with a graduate degree can receive as many as 33 credit hours toward the 90 credit hours total, whether their master's degrees are in nursing or in a relevant field. Breakdown of the remaining 57 credits is as follows:

- Core courses: 18 credit hours
- Cognate (focus area) courses: at least 15 credit hours per cognate
- Research and statistics courses: 24 credit hours, of which at least 12 must be in Dissertation Seminar and Dissertation

PhD Curriculum

Course Number	Course Title	Credit Hours
NURS 7103	Philosophy of Science	3
NURS 7114	Policy, Organizations, & Leadership Theory	4
NURS 7123	Advanced Theory Development	3
NURS 7403	Statistical Analysis I	3
NURS 8103	Qualitative Research Methods	3
NURS 7503*	Higher Education Issues and Trends	3
NURS 8403	Statistical Analysis II	3
NURS 8203	Quantitative Research Methods	3
NURS 7543*	Evaluation of Educational Effectiveness	3
NURS 8503*	Testing and Measurement	3
NURS 7213	Transcultural and Global Health Care	3
NURS 8513*	Technology in Instructional Design	3
NURS 8543*	Nursing Education Administration	3
NURS 7303	Advanced Bioethics	3
	Two hour elective in Student's choice of topic	
NURS 9903	Dissertation Seminar	3
NURS 9913	Dissertation I	3
NURS 9923	Dissertation II	3
NURS 9933	Dissertation III	3
NURS 9941-3, if needed	Dissertation IV	1-3

* Or a cognate course in a different area of focus

A maximum of 15 transfer hours with grades of at least a B (3.0) are allowed and only by permission of the Chair of Graduate Education. Transfer credit or prior learning is approved prior to initial enrollment.

<u>BSN-to-PhD</u>

This option is designed for individuals with strong academic backgrounds. It is a direct entry option for those who have strong interests in research and/or an academic career. The degree plan for this program combines the MSN and PhD curriculum as previously identified.

PhD Candidacy

The purpose of the Candidacy Exam is to demonstrate the student's ability to synthesize information learned in the doctoral courses taken to that point and readiness for the dissertation. Candidacy exams will not be required of DNP students. PhD students are to enroll in Candidacy and take their candidacy exams after completing all but 12 credit hours of required courses, but before taking NURS 9903 Dissertation Seminar. The student will answer questions that will be individualized addressing three areas:

- Theory and philosophy
- The focus area(s) of concentration
- Research designs and methods that might be used to investigate the problem identified by the student for study

The student will be allowed to write the Candidacy Exam as a take-home test and may use all resources available, but must write the answers without assistance from and without editing by another person. The answer to each question may not exceed 5,000 words, and must be submitted electronically in APA format.

Within three weeks after submitting the written portion of the Candidacy Exam, the student will be notified if s/he is eligible for the oral examination. The faculty appointed to read and hear the Candidacy Exam answers will include the faculty advisor and two other graduate faculty members selected by the student or appointed by the program Chair. The ruling of the majority of the three faculty members will stand. One of three possible rulings can be made:

1. The student has earned candidacy status and may proceed with fulfilling the degree completion plan.
2. The student has not yet achieved candidacy status, but has the potential to do so. The ruling will include what additional course work must be completed before retaking the Candidacy Exam. A student is allowed a maximum of three attempts to pass the Candidacy Exam. Ineligibility to present the oral examination, after submitting the written portion of the Candidacy Exam, will count as a failure. Failure of the third attempt will result in dismissal from the program.

3. The student will not be allowed to continue in the program. Students who cannot demonstrate the ability to synthesize doctoral level information and/or fulfill a dissertation on the Candidacy Exam will be dismissed.

PhD Dissertation

PhD students are to begin preparing a dissertation proposal during the research courses NURS 8103 Qualitative Research Methods and/or NURS 8203 Quantitative Research Methods. Once the student has selected the research topic and has begun developing the proposal, s/he is to select an appropriate dissertation committee Chair and two committee members with expertise relevant to the topic or the research methodology. The Chair must hold a research doctorate and be on the full-time faculty of Kramer School of Nursing. Committee members must have doctorates, may be full- or part-time faculty from any discipline relevant to the dissertation, and may be from OCU or another university. Any non-nursing or non-OCU committee members requested must submit a current CV and be approved by the KSN Chair of Graduate Education.

The dissertation Chair will advise and approve the student's writing of the proposal, assist with obtaining all needed approvals and funding (if any), implementation of the research, and writing of the dissertation. The chair must approve, sign, and submit any required proposals sent to the IRBs. The Chair will also convene the dissertation committee for the oral defense of the written proposal and the final oral defense of the completed dissertation.

The student must pass the proposal defense and receive written approval of the proposal by the dissertation committee before proceeding with data collection or any implementation of the research. The proposal defense can take place prior to or during enrollment in NURS 9903 Dissertation Seminar and must precede enrolling in any dissertation credit hours. The proposal defense decision is pass/fail. The student is allowed one failure per topic. If a second proposal failure occurs, the student may be dismissed from the program or required to choose a new topic for research.

The student is eligible to enroll in dissertation hours after NURS 9903 Dissertation Seminar once the proposal defense is passed. The student must enroll in at least nine dissertation credit hours total (NURS 9913, 9923, 9933). If the dissertation research and/or manuscript preparation is not completed at the end of the nine credit hours, the student must enroll in at least one hour of dissertation (NURS 9941-3) per semester thereafter, including summers, until the PhD degree is finished. The student is to conduct

original research, prepare the final dissertation product, and conduct the oral defense while actively enrolled in dissertation hours.

After receiving authorization from the dissertation Chair, the student may schedule the oral defense. The time must be mutually agreed upon by all members of the dissertation committee. The presentation is open to the public. The student is to coordinate the room reservation and public notification for the defense through the Graduate Specialist. The student is to submit a clean, current print copy and electronic copy of the dissertation to each committee member at least 14 days before the defense. The presentation and question and answer period should last approximately one and a half hours.

At the defense the student will have 60 minutes to present the research orally, and may use visual aids or media as desired. The committee will then be allowed to ask questions and may or may not permit questions from the audience. At the end of the defense the audience and the student will be dismissed for the committee to discuss the decision. The decision of the majority will stand. The committee's decision will immediately be shared with the student. The committee will have the following options:

1. Accept and pass unconditionally
2. Accept and pass with minor revisions of the dissertation that are to be submitted to the committee Chair within 14 calendar days, allowing the student to complete the PhD that same semester if possible
3. Unsuccessful completion, meaning the dissertation needs changes that will take longer to complete and another oral defense is required

At the conclusion of a passing defense, the committee will sign the "Dissertation Approval Form" and submit it to the KSN Chair of Graduate Education and then to the KSN Dean for signatures. The student will then complete the submission process for binding through the Dulaney-Browne Library at least three weeks prior to the end of the semester during which the student wishes to graduate. The Graduate Specialist will be available to assist in the process. One copy of the bound dissertation plus any additional personal copies ordered will be returned to the student.

Appendix:

Forms

A. Forms Required for All KSN Programs

Oklahoma City University
Kramer School of Nursing

Confidentiality Statement for Students and Faculty

I know that in performing my duties on the premises of a patient care facility or any site of a clinical practicum, I will have access to and/or I may be involved in the processing of confidential information. Confidential information includes but is not limited to verbal, written, or computerized patient/member information, employee/volunteer/ student information, financial information, and proprietary information. I further understand that:

- State and federal laws or regulations have established rights of confidentiality and security obligations regarding patient medical records and information.
- I will not access information concerning any patient in whose care I am not directly involved.
- I will only access, use, or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out my assigned duties, unless otherwise required by law.
- I will not improperly divulge any information which comes to me through the carrying out of my assigned duties, program assignment, or observation.
- I will not remove from the department/unit any printed, photocopied, or electronically copied patient, personnel, or business data, or proprietary software.
- I will not discuss any patient or any information pertaining to any patient with anyone (even my own family) who is not directly working with said patient.
- I will not discuss any patient information in any place where it can be overheard by anyone who is not authorized to have this information.
- I will not mention any patient's name or admit directly or indirectly that any person named is a patient except to those authorized to have this information.
- I will not describe any behavior which I have observed or learned about through my association with the facility or its subsidiaries, except to those authorized to have this information.
- I will not contact any individual or facility outside of this institution to get personal information about an individual patient unless a release of information has been signed by the patient or by someone who has been legally authorized by the patient to release information.
- If I am given computer access privileges which are identified and issued to me by a unique identification code and password, the identification code/password must remain secret and cannot be used by anyone but me. The use of my identification code/password constitutes my electronic signature. Any inquires and/or modifications performed by me once computer access has been granted are referenced by my name via the unique identification code/password assigned to me.

- Internet user and usage must comply with all state and federal laws pertaining to Internet use and users including copyright laws. If I am granted Internet access, I must comply with the information services policy of the facility.
- I will report known, suspected, and potential violations of this Statement of Confidentiality to an appropriate person in the facility and the Kramer School of Nursing.
- I am responsible for protecting the patient's right to confidentiality and for maintaining the confidentiality of patient, personnel and business data/information AT ALL TIMES according to this Statement of Confidentiality.
- If I am found to be in violation of the above confidentiality requirements, disciplinary action by the facility and/or the Kramer School of Nursing may result. Additionally I may be subject to civil legal action and prosecution for violation of criminal law that may apply.

I certify by my signature below that I have read and agree to the above statements and requirements regarding patient/personnel/system information.

_____	_____	_____
(Print) Last name	First name	Middle initial

_____	_____
Signature and title	Date

Submit this signed form to your program specialist within one week of the first day of your first nursing course.

Oklahoma City University

Student Waiver and Release Agreement

I, _____, have agreed to participate in the Oklahoma City University's _____ program from _____ until _____ ("the Program"). In consideration for being permitted to participate in the program, I hereby agree and represent that:

- I have health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the program and have supplied proof of this insurance. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me for the duration of this program. I hereby release the University, the employees and or agents from any responsibility or liability for expenses incurred by me for illness or injuries during my participation in this program.
- I understand that, although the University will attempt to maintain the program as described in its publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements or accommodations at any time and for any reason, with or without notice, and that the University, or the employees or agents of the University, shall not be responsible or liable for any expense or losses that I may sustain because of these changes.
- I understand the University reserves the right to decline to retain me in the program at any time, should my actions or behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the program in any way.
- Furthermore, I grant Oklahoma City University permission to reproduce all photographs, video, movies, or sound recordings taken of me during the time I participate in the program.
- I understand that, although the University has made reasonable effort to assure my safety while participating in this program, there are unavoidable risks in travel and certain education activities and I hereby release and promise not to sue the University, or the employees and agents of the University, for any damages or injury (including death) caused by, derived from, or associated with my participation in the program, except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees or agents of the University.
- I agree that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.
- I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.
- I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of the State of Oklahoma.
- This agreement represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the program, supersedes any previous or contemporaneous understandings I may have had with the University on this subject,

whether written or oral, and cannot be changed or amended in any way without my written concurrence.

- I represent that I am at least eighteen (18) years of age, or if not, that I have secured below the signature of my parent or guardian, as well as my own.

_____	_____
Student's signature	Date
_____	_____
Signature of parent or guardian (if required)	Date
_____	_____
Signature of other participant, if applicable (sponsor, guest, guide, etc.)	Date

Submit this signed form to your program specialist within one week of the first day of your first nursing course.

Oklahoma City University
Kramer School of Nursing
Preceptor Agreement

I, _____ (print name, degrees and licensure) agree to serve as a preceptor for _____, a nursing student from Oklahoma City University. I am aware that the student must spend a minimum of _____ **hours** (specify number) in the clinical area under direct supervision by _____/_____/_____ (date). The student is expected to conform to my work schedule. An agreed upon number of days/hours will be submitted to course faculty **prior to** beginning practicum experiences.

I realize that the intent of this precepted experience is to foster the synthesis and application of didactic instruction, to reinforce and enhance the student's skills, and to further the student's socialization into the advanced professional role of nursing. Under my supervision I will permit the student to participate as the student is able to manage safely and competently. At the conclusion of the experience, I will complete the "Preceptor Evaluation Tool" and mail, deliver, or fax it directly to the course faculty member by the date noted on the evaluation tool. In addition I will return the verification of attendance to validate that the student has completed the required hours as arranged.

If at any time the nursing student is not performing in a competent and/or professional manner and at the level expected, I will promptly notify the OCU Kramer School of Nursing faculty. If, in my judgment, the student is actually or potentially unsafe, I will remove the student from the area immediately and inform the OCU Kramer School of Nursing faculty.

I have read and understand the responsibilities of the nursing faculty, nursing student, and preceptor. If at any time I am unable or unwilling to fulfill the responsibilities of preceptor, I will contact the OCU Kramer School of Nursing course faculty and withdraw the Preceptor Agreement. I understand that there is no compensation from Oklahoma City University for my services as preceptor.

_____ _____
Preceptor signature with credentials Date

_____
Name of employer

Please fax completed form to 405-208-5914, to the attention of _____ (course faculty).

Oklahoma City University
Kramer School of Nursing

Preceptor Verification of Student Attendance

Professor: Complete the Faculty Information section and give this form to the preceptor.

Preceptor: Please complete, sign, and fax to Kramer School of Nursing immediately upon completion of the preceptorship. Fax to 405-208-5914.

Preceptor Information

Preceptor's Name: _____

Title: _____

Agency: _____

Address: _____

Phone: _____

Faculty Information

Course Name: _____

Faculty Name:_____

Phone: _____

Cell Phone: _____

Notify the Kramer School of Nursing professor if a student is not present for a scheduled time.

STUDENT'S NAME	DATE	TIME ARRIVED	TIME LEFT

I verify the students listed above completed the documented hours on the dates given.

Signature: _____ Date: _____

Oklahoma City University
Kramer School of Nursing

Meetings and Events
Verification of Nursing Student Attendance

Student's Name: _____

Meeting and Event Leaders: Please complete to verify the student attended the following events.

Meeting or Event	Location	Date Attended	Time Present	Leader Signature	Leader Phone #

Total Hours Completed: _____

Student Signature: _____ Date: _____

Request for Leave of Absence Form

Student name: _____ B#: _____

KSN program: ____Traditional Undergraduate BSN ____RN-BSN ____MSN ____DNP ____PhD

Type of leave requested: ____Personal
____Medical (attach documentation from health care provider)

Brief description of reason for request:

Semester(s) included in leave:

____Fall 20__

____Spring 20__

____Summer I 20__

____Summer II 20__

Date of planned return to KSN: _____

I understand I will be required to complete a new Degree Completion Contract upon return. If my leave exceeds the period designated above, I may not be granted continuance in the program.

_____ _____
Student's Signature Date

____Request approved ____Request not approved

_____ _____
Program Chair's Signature Date

Copy of form and plan to student. Original to student file.

Kramer School of Nursing Drug Screening Policy

I agree to a mandatory drug screening prior to my beginning clinical time. In keeping with professional standards, I acknowledge that I will be subject to drug screenings throughout my nursing education at KSN, whether as an individual or as a part of group screening, if there is any reason to believe that I may be under the influence of or using drugs, or as part of unannounced random screenings.

_____	_____	_____
Student's Printed Name	Student's Signature	Date.

Kramer School of Nursing Student Handbook

I acknowledge with the below signature that I have received an orientation to the KSN Student Handbook, including directions on how to access it online. I understand that I am responsible for compliance with the policies and procedures contained within the KSN Student Handbook.

_____	_____	_____
Student's Printed Name	Student's Signature	Date

Oklahoma City University
Kramer School of Nursing
Communication Tracking Form for Concerns and Grade Appeals

_____	_____
Student's name	Issue

From the *KSN Student Handbook:* "Any student with a concern should start by asking him/herself if the matter is sufficiently important to pursue and what the goal is. Examples of goals include simply raising awareness about an issue, obtaining a better understanding of how a decision was made, requesting a specific change for self or future students, or other outcomes.

"If the student decides the matter should be pursued, the student is to start with the faculty or staff member closest to or involved with the issue, as that is the person with the best information and first-line authority to resolve the matter. Inappropriate persons include other students or external persons. Skipping proper communication steps specified below is unprofessional and is a violation of policy. The student may choose to communicate in writing (including email) or in person by appointment or during posted office hours. If in person, s/he may bring another student, friend, or family member as a primarily silent supporter, not as a representative, since the purpose of the meeting is communication, not legal action. The faculty or staff member then has five school days to respond to the student in writing or by email. A copy is to be signed and dated by the staff or faculty member, attached to the student's written communication (if any had been submitted), and placed in the student's file.

"In situations where the student believes an incorrect decision was rendered and thinks that the matter is of sufficient importance to pursue further, the student may proceed to submit a written communication to or meet with the appropriate Chair, with both parties following the same procedure outlined above regarding a response deadline, communication, and record keeping. If the Chair is the appropriate person for the first step and the student chooses to take the matter forward, the second step is the KSN Associate Dean overseeing the relevant program. All parties must follow the same procedure outlined above regarding a response deadline, communication, and record keeping.

"A student who wishes to appeal a grade must follow the procedure published in the current OCU catalog appropriate to his or her program, which includes starting with the process described above before approaching the Dean as the third step. Program Chairs, Deans, nor any university official has the authority to change grades, but can determine whether school or university policy has been followed properly in a fair manner in the delivery of courses and calculation of grades."

These communication steps must be followed in the order shown below before proceeding to the appropriate university official or committee. Each KSN official must sign below prior to the student presenting the issue at a higher level. Students attempting to bypass a level without a signature from preceding officials will be referred back to the appropriate level. Steps 1-3 below constitute the "informal" stage of an appeal or grievance. Step 4 begins the formal process, as outlined in the university catalog.

I have received or heard this student's concern and have sent my written response to the student as specified above.

_____	_____	_____
Step 1: Faculty/staff member's name	Signature	Date
_____	_____	_____
Step 2: Chair's name	Signature	Date
_____	_____	_____
Step 3: Associate Dean's name	Signature	Date
_____	_____	_____
Step 4: Dean's name	Signature	Date

A copy of this form is to be placed in the student's file as each new signature is added.

B. Forms Required for Traditional Undergraduate Education

Clinical Skills Performance Checklist for Students

Student Name: _____ School: OCU Kramer School of Nursing

This checklist is a communication tool that documents an established knowledge base and does not indicate competency. This tool does not dictate to the facility how it is used. The skills will be performed under supervision as specified by the institution, school policy, or the nurse practice act. **Evaluators are to date/initial each skill at time of evaluation.**

1. **Admission, Transfer & Discharge**	Date/ Initials	16. **Early A.M. Care** Oral Hygiene	Date/ Initials
2. **Airway Management** Suctioning Nasopharyngeal		Place & Remove Bedpan/Urinal	
Oral		17. **Electrocardiograms**	
Tracheal		18. **Enemas** Fecal Impaction Removal	
Endotracheal		19. **Finger Stick Blood Sugars**	
Incentive Spirometry		20. **Insertion, Removal & Care of** Tubes Naso/Gastric	
3. **Ambulation/Transfers**		Feeding	
4. **Anti-Embolism Devices** TED Hose		21. **Intake/Output, Feed Patients**	
Intermittent Pneumatic Compression Device		22. **Irrigations** Foley	
5. **Application of Heat & Cold**		Colostomy	
6. **Assessment**		Vaginal	
7. **Baths** Bed		23. **Isolation Techniques**	
Sitz		24. **IV Bag Change**	
Whirlpool		25. **IV Catheter Care**	
8. **Bed Exercise** ROM		26. **IV Insertion**	
TCDB		27. **Medical Asepsis**	
Dangling		28. **Medication Administration** Intradermal	

9.	**Bed Making** Open			Intramuscular	
	Closed			Oral	
	Occupied			Subcutaneous	
	Surgical			IV push	
10.	**Wound Care** Dressing Change			IV Piggyback	
	Irrigation			Topical	
11.	**Body Positioning & Alignment**			Inhalation	
12.	**Care Plan Development/Revisions**			Rectal	
13.	**Client/Family Education**			Vaginal	
14.	**Collect Specimens** Oral Sputum		29.	**Monitoring** Apnea	
	Tracheostomy Sputum			Cardiac	
	Urine			Fetal	
	Stool		30.	**Neuro Checks** LOC	
	Wound			Pupillary Reaction	
15.	**Communication** Documentation			Glasgow Coma Scale	
	Verbal/Nonverbal		31.	**Ostomy & Stoma Care**	
	Therapeutic		32	**Oxygen Administration**	
33.	**PCA Pump**	Date/Init	43.	**Vital Signs** Temperature	Date/Init
34.	**Phlebotomy**			Blood Pressure Dynamap	
35.	**Physical Restraints**			Palpated	
36.	**Pre/Post Operative Preparation**			Respiration	
37.	**Pre/Post Partum & Nursery Care**			Pulse Apical	
38.	**Postmortem Care**			Pedal	
39.	**Sterile Asepsis**			Radial	
40.	**Tube Feedings** Lavage			Pulse Oximeter	
	Gavage			Doppler	
	PEG Tube			Pain Assessment	
41.	**Urinary Catheterization**		44.	**Tracheostomy Care**	

42. **Ventilator Monitoring**			

EVALUATOR SIGNATURE/AGENCY INITIAL

Evaluator Name	Agency	Date/Initial	Evaluator Name	Agency	Date/Initial

Approved by NESA 10-8/99 Revised 1/2002

Oklahoma City University
Kramer School of Nursing
Preceptor's Evaluation of Student

Student name: _____ Semester and year: _____

Preceptor name: _____ Agency: _____

Number of hours the student completed under this preceptor's supervision: _____

Instructions for the Preceptor: Please rate the student's performance by marking the box that most closely fits your evaluation. You may add comments on the back.

Student Outcomes	Met	Not Met	Unable to Evaluate
1. Demonstrate proficiency and knowledge to perform tasks required.			
2. Plan care effectively and efficiently.			
3. Identify and address own learning needs.			
4. Actively seek out opportunities to learn.			
5. Demonstrate effective communication.			
6. Display courteous behavior and a positive attitude.			
7. Demonstrate accountability for own actions.			
8. Present self as a professional.			
9. Assume a leadership role when appropriate.			
10. Provide acceptable learning objectives before beginning the experience. (Please attach a copy.)			
11. Promote professional, ethical, and legal nursing practice.			
12. Participate in activities that promote health, restore wellness, prevent illness, and incorporate self-care activities.			

13. Utilize nursing, research, and other evidence based processes as critical thinking frameworks for problem solving and making effective clinical, educational, and administrative judgments.			
14. Demonstrate leadership in promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.			
15. Provide collaborative and innovative leadership to coordinate and delegate care of clients and to manage health care systems.			
16. Exemplify the caring behaviors of acceptance, respect, and empathy.			

Preceptor's signature: _____ Date: _____

Please review this evaluation with the student, then place in a sealed envelope along with the verification of hours form. Sign across the seal and give to the student to submit to the clinical instructor. ***Thank you for your assistance in providing this educational experience.***

C. Forms Required for RN-BSN Education

Preceptor's Evaluation of Student

Student name: _____ Semester and year: _____

Preceptor name: _____ Agency: _____

Number of hours the student completed under this preceptor's supervision: _____

Instructions for the Preceptor: Please rate the student's performance by marking the box that most closely fits your evaluation. You may add comments on the back.

Student Behaviors	**Good**	**Average**	**Poor**	**Unable to Evaluate or Not Applicable**
1. Demonstrates proficiency and knowledge to perform tasks required.				
2. Plans effectively and efficiently.				
3. Identifies and addresses own learning needs.				
4. Actively seeks out opportunities to learn.				
5. Demonstrates effective communication.				
6. Displays courteous behavior and a positive attitude.				
7. Demonstrates accountability for own actions.				
8. Presents self as a professional.				
9. Assumes a leadership role when appropriate.				
10. Presented acceptable learning objectives before beginning the experience. (Please attach a copy.)				
11. Demonstrates clinical competence in the provision of ethical and legal nursing care.				
12. Collaborates with and educate clients regarding self-care activities designed to promote health, restore wellness, and prevent illness.				
13. Utilizes the nursing process as a critical thinking framework for problem solving and making effective clinical judgments.				
14. Promotes physical, mental, social, and spiritual health across the life span within diverse cultures.				

15. Manages, coordinates, and delegates care of clients within and in collaboration with the health care system.				
16. Exemplifies the caring behaviors of acceptance of, respect for, and empathy with the client.				

Preceptor's signature: _____ Date: _____

By ___/___/___ (date), please mail, deliver, or fax this form to _____ (faculty name), Kramer School of Nursing, Oklahoma City University, 2501 N. Blackwelder Ave., Oklahoma City, OK 73106-1493; fax (405) 208-5914; office (405) 208-5900. ***Thank you for your assistance in providing this educational experience.***

D. Forms Required for Graduate Education

Oklahoma City University
Kramer School of Nursing
Preceptor's Evaluation of Student

Student name: _____ Semester and year: _____

Preceptor name: _____ Agency: _____

Number of hours the student completed under this preceptor's supervision: _____

Instructions for the Preceptor: Please rate the student's performance by marking the box that most closely fits your evaluation. You may add comments on the back.

Student Behaviors	**Good**	**Average**	**Poor**	**Unable to Evaluate or Not Applicable**
1. Demonstrates proficiency and knowledge to perform tasks required.				
2. Plans effectively and efficiently.				
3. Identifies and addresses own learning needs.				
4. Actively seeks out opportunities to learn.				
5. Demonstrates effective communication.				
6. Displays courteous behavior and a positive attitude.				
7. Demonstrates accountability for own actions.				
8. Presents self as a professional.				
9. Assumes a leadership role when appropriate.				
10. Presented acceptable learning objectives before beginning the experience. (Please attach a copy.)				
11. Develops environments promoting professional, ethical, and legal nursing practice.				
12. Designs, implements, and evaluates programs that promote health, restore wellness, prevent illness, and incorporate self-care activities.				
13. Utilizes nursing, research, and other evidence based processes as critical thinking frameworks for problem solving and making effective clinical, educational, and administrative judgments.				
14. Demonstrates leadership in promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.				

15. Provides collaborative and innovative leadership to coordinate and delegate care of clients and to manage health care systems.				
16. Develops practice environments that exemplify the caring behaviors of acceptance, respect, and empathy.				

Preceptor's signature: _____ Date: _____

By ___/___/___ (date), please mail, deliver, or fax this form to _____ (faculty name), Kramer School of Nursing, Oklahoma City University, 2501 N. Blackwelder Ave., Oklahoma City, OK 73106-1493; fax (405) 208-5914; office (405) 208-5900. ***Thank you for your assistance in providing this educational experience.***

Project/Dissertation Committee Form

Student: _____ Date: _____

Mark one: ___ Project ___ Dissertation

Title: _____

The following hereby agree to serve on the committee:

_____	_____	_____	_____
Chairperson Name	Role	Signature	Date
_____	_____	_____	_____
Member Name	Role	Signature	Date
_____	_____	_____	_____
Member Name	Role	Signature	Date

Please indicate where these persons may be reached, if not Kramer School of Nursing faculty.

Original to the Graduate Specialist for student file
Copies to Committee Chairperson and student

Project/Dissertation Completion Approval Form

Student: _____ Date of oral defense: _____

Mark one: ___ Project
___ Dissertation

Title: _____

Decision of Committee:

___ Pass unconditionally. Student met all requirements and demonstrated achievement of the program goals.

___ Pass with revisions that, if submitted to the Chairperson within 14 days, will render the project finished. Student otherwise met all requirements and demonstrated achievement of the program goals.

___ Project/dissertation needs changes requiring an additional semester or longer, or student was unable to demonstrate achievement of program goals.

_____	_____	_____
Chairperson Name	Signature	Date
_____	_____	_____
Committee Member Name	Signature	Date
_____	_____	_____
Committee Member Name	Signature	Date

Original to the Graduate Specialist for student file
Copies to Committee Chairperson, Chair of Graduate Education, Dean, and student

Acceptance Sheet for Project/Dissertation

Title: _____

Student's Name: _____

_____	_____	_____
Committee Chairperson (name)	Signature indicating approval	Date
_____	_____	_____
Committee member (name)	Signature indicating approval	Date
_____	_____	_____
Committee member (name)	Signature indicating approval	Date
_____	_____	_____
Chair of Graduate Education (name)	Signature indicating approval	Date
_____	_____	_____
Dean (name)	Signature indicating approval	Date

E. Advanced Practice

DNP Clinical Preceptorship Process

The purpose of this document is to explain the clinical preceptor process at Kramer School of Nursing. Our goal is to help you have a positive clinical experience. The key to successfully navigating the process is to work closely with your faculty, follow each step carefully, and pay close attention to due dates. It is critical that you know exactly when everything is due; it is your responsibility to make sure you meet the submission deadlines!
Here is a summary of the 10-step process that you will navigate through for each clinical course that requires you work with a preceptor:

1. **Update and Upload all Clinical Requirements Documents**

All clinical requirements documents must be uploaded to MedaTrax by July 31 for fall semester clinical courses and December 15 for spring semester clinical courses. Please refer to the Clinical Requirements handout for detailed information on those requirements. Also refer to Step 4 for further information.

2. **Identify a Potential Preceptor**

During clinical orientation, faculty will go over all aspects of choosing/locating preceptors. Please refer to the Established Affiliation Agreements (contracts) list for facilities where KSN/OCU currently has contracts established. These will be good places to start your search. Also refer to the Preceptor Preference Form and Course Descriptions for further detailed information.

3. Submit Preceptor Preference Form and Preceptor Profile

Both of these forms must be uploaded into BSN to DNP Clinical 101 in D2L. Follow the directions in the course Memorandum and the forms closely – forms must be typed, and will be returned if information is missing. Be sure to upload them into the correct folders in D2L. ASK if you are confused on the folders.

4. Wait. Patiently.

An Affiliation Agreement must be secured by the Clinical Specialist with each facility where you will be working with a preceptor. This can be a lengthy process, and could take as long as a couple months. Any missing or incorrect information on your uploaded forms could delay this process. BE ACCURATE AND THOROUGH. A document that shows the progress of Affiliation Agreements acquisition will be available for viewing in D2L. Please refer to this document before sending an email to the Clinical Specialist with questions.

Securing clearance for you to proceed to clinicals is also a lengthy process, and is done by the Clinical Specialist. Any missing clinical requirements documents will delay the process. It is YOUR responsibility to make sure your clinical requirements are up to date and documents are uploaded to MedaTrax. DO NOT WAIT FOR SOMEONE TO TELL YOU. Be proactive and check them early! After you have uploaded the required documents, you can review all your documents and their expiration dates in MedaTrax.

5. Clearance Notification

When an Affiliation Agreement is in place for your preceptor, and your clinical requirements have been sent to the facility, you will be cleared to begin clinicals with that preceptor. You will receive a Clearance Notification email from the KSN Graduate Specialist, Binh Ha, stating you are cleared to begin working with that preceptor. You may only proceed with the specific preceptor(s) listed in the clearance email. Note: you must also submit a signed Letter of Agreement before beginning clinical hours (see Step 6 and Step 7).

6. Print Preceptor Packet Documents and Give to Preceptor

The Clearance Notification email will have four attachments: Preceptor Orientation, Course Description, Preceptor Letter of Agreement, and Clinical Skills Evaluation Form. All documents must be printed and taken to your preceptor.

7. Letter of Agreement

You MAY NOT begin clinical hours with your preceptor until KSN has received the Letter of Agreement signed by your preceptor. You may send a temporary picture or scanned copy of the signed agreement until you can return the original document. Email it to Graduate Specialist Binh Ha. Make sure the facility name is recorded under the preceptor signature.

8. Submit Original Letter of Agreement

By the next class date on campus, deliver the ORIGINAL signed letter of agreement to the Clinical Specialist.

9. Submit Evaluations and Preceptor Hours

All evaluations must be delivered to KSN by the end of the clinical rotation. You are responsible for ensuring the preceptor returns their evaluation of you, and you must complete an evaluation of the preceptor and site. You are also required to submit a log of completed clinical hours for each preceptor, signed by the preceptor. You will document your clinical hours and patients in MedaTrax, and you will

need to submit your patient logs and your signed clinical logs your course faculty. These documents are a requirement for you to successfully complete the course.

10. Celebrate!

You survived the long, involved, challenging process of Preceptor clinicals! Well done!

Critical Names and Email Addresses:

Program Director: Dr. Gina Crawford: gmcrawford@okcu.edu
Faculty: Dr. Cené Livingston: cllivingston@ocku.edu
Prof. Megan Dernaika: mdernaika@okcu.edu
Dr. Danna Weathers drweathers@okcu.edu
Prof. Jeri Striplin jlstriplin@iokcu.edu
Prof. Jeanette Cruz jmcruz@okcu.edu
Dr. Toni Frioux tdfrioux@okcu.edu
Prof. Michelle Johnston mljohnston@okcu.edu

Graduate Specialist: Binh Ha: tbha@okcu.edu
Revised 5/29/18

Preceptor Policies for the Advanced Practice Programs:

Arranging Preceptorships (adapted from the Oklahoma Board of Nursing Preceptor policy)

Preceptors are used for supervision of students in clinical and role practicum experiences involving participation in patient care. Preceptors are not required for observational experiences. A preceptor is employed by the facility in which the experience takes place, and agrees to provide supervision to the student for a specified period of time during the preceptor's scheduled work hours. They will assist the student in meeting identified learning outcomes. A faculty member is not on site.

A preceptor for the nurse practitioner student shall have the following minimum qualifications, as outlined by the Oklahoma Board of Nursing:

- At least one year of experience in their realm of practice, either nursing or medicine
- Current, unencumbered license in the state of Oklahoma, or in another state (if employed by the US government or any bureau, division, or agency thereof), as an APRN, Medical Doctor, or Doctor of Osteopathy and practices in a comparable practice focus
- Function as a supervisor and teacher and contribute to the evaluation of the individual's performance in the clinical setting
- Have demonstrated competencies related to the area of assigned clinical teaching responsibilities

An Affiliation Agreement will be established between Kramer School of Nursing and the cooperating facility where the preceptor practices. These agreements will be initiated by the program specialist and will be based upon information provided by the student. Kramer School of Nursing shall delineate the functions and responsibilities of all parties involved, and provide a preceptor letter of agreement that must be signed and returned to the graduate specialist before the preceptorship experiences begin.

Nurse practitioner students are acting under the direct supervision of their assigned preceptor and may perform only those duties allowed by the preceptor and which fall within the student's training. No student is to accept or volunteer for any activity for which she/he is not qualified. All procedures shall be done under the direct supervision of their assigned preceptor.

With assistance from course faculty, the student will be responsible for finding preceptors in their community. Each student will be responsible for meeting with the preceptor to obtain permission from preceptors for their involvement. No remuneration from Oklahoma City University is available or appropriate for preceptors. Preceptors must be physicians (MD, DO) or APRNs. It is highly

encouraged that the student utilize both as resources for clinical experiences, however, the student must complete some of their clinical hours with a nurse practitioner.

Preceptor Program Policies

The purpose of these policies is to ensure safety of the agency's clients and to protect the preceptor, preceptor agency, student, and nursing program.

1. An Affiliation Agreement between the clinical agency and Kramer School of Nursing is required. A letter of agreement between the designated preceptor and Kramer School of Nursing is required.

2. The agency shall ensure that:

a. The preceptor understands and agrees to function in the preceptor role as outlined in the course syllabus. This role must be approved and supported by the administration of the agency.

b. The preceptor is provided with salary and benefits by the preceptor's employing agency commensurate with his/her position within the agency while acting as preceptor and receives no compensation from Oklahoma City University.

c. The student is allowed to participate with the supervision of the preceptor, in experiences that enable him/her to meet the learning outcomes of the course.

d. The preceptor provides faculty with a written evaluation of the student's performance and log of dates and times at the completion of the preceptor experience.

e. The preceptor cosigns all documentation with the student.

3. Kramer School of Nursing will ensure that:

a. Each preceptor and preceptor agency is provided with policies and learning outcomes of the preceptor program.

b. The preceptor is provided with these preceptor policies.

c. A faculty member is available by phone during all experiences.

d. Faculty will mentor and confer with preceptors throughout the experience.

4. The student will be responsible for:

a. Reviewing course learning outcomes for each experience, subject to approval by the faculty and the preceptor. The student must meet the course learning outcomes to successfully complete the course.

b. Negotiating times and dates for each clinical experience with the preceptor, subject to faculty approval. The times and dates must fall within the framework specified, and must be submitted to course faculty in writing. The total number of preceptor hours must meet the total number of hours required for the course.

c. Ensuring that hours are not completed independent of the preceptor.

d. Evaluation of the preceptor and clinical site at completion of the clinical experience.

Preceptor Role

Experienced professionals in the health care community possess invaluable talents, knowledge and abilities. When these gifts are shared with students, opportunities for learning open that are unique to the clinical experience. The student benefits from the interaction with a role model while focusing on special learning needs. The preceptor benefits from the teaching experience. As a result, both are better prepared as the student transitions into higher levels of professional practice. The role of preceptor should be undertaken with consideration for the following:

1. The preceptor, functioning as an employee of the preceptor agency, acts as a teacher and role model for the student. Otherwise, the preceptor is not expected to perform outside of his/her professional role. It is the sharing of the reality of this role that is the value of the experience for the student.

2. The preceptor experience is best facilitated when the preceptor maintains open communication with the student and faculty. The student should be provided with a verbal appraisal of performance each day he/she spends with the preceptor. At the completion of the clinical experience, the preceptor will provide a written evaluation of the student's overall performance to the course. The faculty will share the preceptor's evaluation with the student during individual conferences. The faculty retains the responsibility for assigning the grade, but will depend on preceptor feedback to assist in making these decisions.

3. If a situation arises during the experience that the preceptor believes is beyond his/her role to handle, faculty will be available for immediate consultation. Preceptors are encouraged to call faculty if any doubt exists. A preceptor may request immediate assistance from faculty, if necessary.

Student Role

The faculty at Kramer School of Nursing view learning as a shared experience between teacher and learner. The preceptor program enables the student to design a personal learning experience that best suits individual learning needs within the framework of the course. The student's primary responsibility lies in communication of these needs to the preceptor and faculty, who can then assist the student in meeting these needs. Times and dates are negotiated with the preceptors and approved by faculty prior to beginning the experience. It is the student's responsibility to let faculty know his/her schedule. Students are expected to communicate with the course faculty at the beginning and end of each shift worked and during the shift if there are any concerns. It is important to keep communication lines open between the student, preceptor, at all times. Students may not stay in a clinical area without a designated preceptor and a preceptor agreement on file with the faculty.

Evaluation Tool

The criteria for evaluating the nurse practitioner student's performance are identified in the "Evaluation of Clinical Competencies/Clinical Site Visit Report." Additional anecdotal notes may supplement the evaluation. Students also have an opportunity to evaluate their experiences with the preceptor.

Oklahoma City University
Kramer School of Nursing
BSN-DNP/FNP Preceptor Letter of Agreement

I, _____, agree to serve as a nurse practitioner preceptor for_____, a Family Nurse Practitioner student from Oklahoma City University. I am aware that the student must spend approximately 80 -100 hours at the clinic under my supervision. These hours are to be completed by the end of the semester _____. I understand the student is expected to conform to my clinic schedule as arranged. Prior to the beginning of the precepted experience, I will work with the FNP student to determine appropriate days and hours to submit to course faculty.

I realize that the intent of this precepted experience is to foster the synthesis and application of didactic instruction, to reinforce and enhance the student's skills, and to further the student's socialization into the advanced practice role of nursing. Under my supervision, the student will be allowed to assess and plan the management off patients safely and competently. At the halfway point and conclusion of the experience, I will complete the "Evaluation of Clinical Competencies" form and mail, deliver in a signed envelope, or fax it directly to the course faculty member by designated dates. In addition I will verify attendance to validate the student has completed the required hours as arranged.

If at any time the FNP student is not performing in a competent and/or professional manner and at the level expected, I will notify the OCU Kramer School of Nursing faculty for clarification and guidance. If, in my judgment, the FNP student is actually or potentially unsafe, I will remove the student from the area immediately and promptly inform the OCU Kramer School of Nursing faculty.

I have read and understand the responsibilities of the nursing faculty, FNP student, and preceptor. If at any time I am unable or unwilling to fulfill the responsibilities of preceptor, I will contact the OCU Kramer School of Nursing course faculty and withdraw the Preceptor Agreement. The contact information for the clinical faculty/mentor assigned to this student/preceptor:

Name: _____Phone:_____

I understand that there is no compensation from Oklahoma City University for my services as preceptor.

_____ _____
Preceptor signature with credentials Date

Name of Employer_____ _____

Return this to the KSN Graduate Specialist, Binh Ha, either by fax at 405-208-5914, scanned to tbha@okcu.edu, or with the student.

Oklahoma City University
Kramer School of Nursing
BSN-DNP/AGACNP Preceptor Letter of Agreement

I, _____, agree to serve as a nurse practitioner preceptor for_____, an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) student from Oklahoma City University. I am aware that the student must spend approximately 20-240 hours seeing patients under my supervision. These hours are to be completed by the end of the Fall 2019 semester. I understand the student is expected to conform to my schedule as arranged. Prior to the beginning of the precepted experience, I will work with the AGACNP student to determine appropriate days and hours to submit to course faculty.

I realize that the intent of this precepted experience is to foster the synthesis and application of didactic instruction, to reinforce and enhance the student's skills, and to further the student's socialization into the advanced practice role of nursing. Under my supervision, the student will be allowed to assess and plan the management off patients safely and competently. At the halfway point and conclusion of the experience, I will complete the "Evaluation of Clinical Competencies" form and mail, deliver in a signed envelope, or fax it directly to the course faculty member by designated dates. In addition, I will verify attendance to validate the student has completed the required hours as arranged.

If at any time the AGACNP student is not performing in a competent and/or professional manner and at the level expected, I will notify the OCU Kramer School of Nursing faculty for clarification and guidance. If, in my judgment, the AGACNP student is actually or potentially unsafe, I will remove the student from the area immediately and promptly inform the OCU Kramer School of Nursing faculty.

I have read and understand the responsibilities of the nursing faculty, AGACNP student, and preceptor. If at any time I am unable or unwilling to fulfill the responsibilities of preceptor, I will contact the OCU Kramer School of Nursing course faculty and withdraw the Preceptor Agreement.

I understand that there is no compensation from Oklahoma City University for my services as preceptor.

_____ _____
Preceptor signature with credentials Date

_____
Name of employer

Return this to the KSN Graduate Specialist, Binh Ha, either by fax at 405-208-5914, scanned to tbha@okcu.edu, or with the student.

Oklahoma City University

Kramer School of Nursing

Evaluation of Clinical Competencies/Clinical Site Visit Report*

Student:_____ Faculty:_____ Site: _____
Date of Visit:_____ Preceptor:_____

ATTACH MEDATRAX LIST OF PATIENTS SEEN

Rating Legend:

Above expectations: Consistently able to perform accurately without supervision and with appropriate consultation.

Meets expectations: Able to perform accurately with occasional supervision and with appropriate consultation.

Below expectations: Frequently inaccurate, often needs direct supervision and consistently dependent on consultation.

*These are guidelines for the student/preceptor/faculty and are in no way an exhaustive list as the student's skills and knowledge level are determined by multiple factors including current clinical rotation and number of hours of clinical completion.

Behavior/Skill	Below Expectations	Meets Expectations	Above Expectations
1. Interaction/communication with preceptor and office staff • Effectively communicates with preceptor and office staff • Presentation to preceptor is well organized and presents all problems, abnormal findings, and other pertinent data.			
2. Communication with patient/family • Introduces self appropriately to patient • Clarifies purpose of visit • Interview is complete and appropriate to the situation, focused, and directed by the student. • Engages patient in participating in the plan, including clarifying, changing, etc.			
3. Subjective data collection • Reviews the patient's record pre-visit; incorporates pertinent information from the patient's past and current health history including habits and risk factors			

• Develops a plan for the visit & consults necessary resources • Demonstrates evidence of early development of differential diagnoses during history • Analysis of chief complaint is thorough and comprehensive & utilizes APQRSTU format • Includes Health Promotion/Disease Prevention (HPDP) and safety measures inquiry • Obtains a comprehensive review of systems and history of the patient utilizing appropriate developmental theories, considering growth, developmental stage and maturation • Differentiates symptoms due to normal physiologic processes from those due to pathology processes			
4. Physical examination • Physical examination is appropriate for chief complaint, comprehensive assessment, functional assessment, and/or reason for the visit and is accomplished in a thorough, systematic, and appropriate manner • Distinguishes age-related changes as well as normal and abnormal findings on exam			
5. Diagnostic testing/procedure determinations • Identifies a plan for diagnostic tests • Proficient in assessment/lab techniques available and recommends appropriately • Interprets results accurately and incorporates appropriately into treatment plan			
6. Medical diagnosis(es) and rationale • Identifies and prioritizes all problems that become evident • Identifies final or working diagnosis with consideration of differential diagnoses to be ruled out • Demonstrates ability to identify appropriate differential diagnoses based on assessment, knowledge and understanding of underlying pathology • Documents medical diagnosis utilizing appropriate ICD-9 codes			
7. Nursing and HPDP interventions and rationale • Health promotion education, counseling, and anticipatory guidance are appropriate, relevant, and specific for patient based on obtained information. • Health Promotion education is appropriate and teaching is understood by patient and/or family.			
8. Therapeutic management • Demonstrates clinical judgment in establishing priorities in patient management			

• Demonstrates advanced skills in developing management plan by considering H&P findings, current and past medical history, and risk factors • Incorporates knowledge about culture and ethnicity into the development, implementation and evaluation of treatment plan • Includes patient in management plan • Employs advanced knowledge & skills from multiple disciplines to determine and implement care			
9. Establishment of goals • Assesses and interprets individual and family responses to primary health care issues, guided by a variety of relevant theoretical perspectives • Incorporates knowledge about culture and ethnicity into the development, implementation, and evaluation of treatment plan			
10. Pharmacologic management • Completes a thorough review of current medications • Recommends medications utilizing evidence-based practice • Plan of care reflects theoretical and clinical knowledge of pharmacotherapeutics, pharmacy law, and includes patient education.			
11. Referral/scope of practice • Functions within scope of practice • Referrals to other members of healthcare team are timely and appropriate for client management.			
12. Evaluation/follow-up • Determines the need and appropriate time frame for follow-up visits • Evaluates effectiveness of previously implemented health management			
13. Documentation • Documentation is relevant and complete using correct terminology • Considers professional, ethical and legal standards • Documentation is accurate and concise in SOAP format. • Demonstrates ability to utilize electronic medical record (when available)			
14. Community resource utilization/recognition • Utilizes available resources to enhance comprehensive care for the client and family			
15. Cost considerations • Demonstrates effective resource utilization in the healthcare setting • Recognizes cost issues related to availability of services for individual patient needs			

16. Communication • Communicates concisely, systematically, and uses appropriate terminology • Speaks confidently with preceptor and patients			
17. Self-appraisal • Utilizes time to explore clinical questions, ethical dilemmas or role issues • Participates in self-evaluation and accepts constructive criticism			

Narrative Summary of student's overall performance

Student Strengths:

Areas for Improvement/Plan:

_____ _____

Student Signature Date Preceptor/Faculty Signature Date

Preceptors: Students should provide you with a list of dates they have attended clinic with you. Please review for accuracy and sign below the list of dates and return with evaluation.

Please feel free to provide any additional comments on the back of this form for review by the faculty and student.

Please return evaluation to Kramer School of Nursing, 2501 N. Blackwelder, Oklahoma City, OK 73106-1493. Attn: Binh Ha, Program Specialist