

The University of Michigan-Flint
Department of Nursing



DNP Graduate Student Handbook

2180 William S. White Building
303 E. Kearsley St.
Flint, MI 48502-1950

2/2010

Policy Against Discrimination

The University of Michigan-Flint, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 04 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Equity and Diversity Services Director, the University of Michigan-Flint, Flint, Michigan 48502-1950; (810) 762-3169.

Zero Tolerance Policy

The Department of Nursing of the University of Michigan-Flint has a Zero Tolerance Policy for acts of discrimination.

Accessibility (ADA) Services

The University of Michigan-Flint is committed to providing an educational environment where all students have the opportunity to equally participate in the academic experience, including students with disabilities. An individual with a disability is any person who has a physical or mental impairment that substantially limits one or more of the person's major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working) or any person who has a record of, a history of, or who has been classified as having a mental or physical impairment that substantially limits one or more of the person's major life activities.

STUDENT RESPONSIBILITIES

- Students who believe they are eligible for services must identify themselves and provide current documentation of their disability to Accessibility Services. The documentation is required in order to determine eligibility for services and to assess what services are needed.
- Students should schedule a meeting before the start of an academic year with the Disability Services Coordinator to discuss specific needs and accommodations.
- Students must be proactive in seeking accommodations. If adaptive equipment is needed, alternative book format, computer programs, etc., these may take a few weeks to obtain for use.
- Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all postsecondary educational programs and activities.
- Students must be able to provide for their own transportation, personal attendants and items, or other needs not related to the academic environment.

To request academic accommodations due to a disability, students are encouraged to contact Accessibility Services in 264 UCEN, (810)762-3456. They can provide direct assistance to students with disabilities.

NOTICE TO STUDENTS

*Programs and requirements may change without being reflected in this handbook.
Students are expected to consult with the Department to determine the latest information.
This document is meant to guide students. Students are also responsible for information in the
University of Michigan-Flint Course Catalog.*

This publication, as well as any other document produced by the University of Michigan-Flint, can be made available in alternate formats. To request a copy of this publication in enlarged print or Braille, or on cassette or computer disk, contact the Accessibility Services, 264 University Center, (810) 762-3456.

Handbook, initial printing: Fall 2000

Revised 8/2009

TABLE OF CONTENTS

OVERVIEW OF THE GRADUATE NURSE PRACTITIONER PROGRAM

Introduction and History	5
Curriculum and Accreditation	6
Department of Nursing Mission Statement	7
Graduate Program Values Statement	7
Department of Nursing Philosophy	8
Philosophy of Education	9
The Organizing Framework and Program Objectives	10
Program Terminal Objectives	11

RIGHTS AND RESPONSIBILITIES OF THE GRADUATE STUDENT

Student Code of Academic and Professional Conduct	12
Sanctions for Violations of the Code of Academic and Professional Conduct	15
Procedures for Handling Infractions of the Code of Academic and Professional Conduct	16
Honor Code Pledge	17

POLICY AND PROCEDURES

General Program Information	18
Clinical Participation Requirements	20
Scholarships and Other Funding	21
Committees	22
Faculty Advising Role	22
Student Learning Portfolios	22
Graduate Nursing Program Medication Policy	22
Computer Use Policies	23
UM-Flint Frances Willson Thompson Library	23
Policies Regarding Illness or Absences	24
Essential Abilities	24

STUDENT GUIDELINES

Graduate Student Affairs Committee	27
Petitions	27
Student Grievance Procedure	28
Performance Improvement Plan	31

CURRICULUM AND DEGREE REQUIREMENTS

Curriculum	33
BSN-DNP Curriculum	34
MSN-DNP Curriculum	35
Degree Requirements	36
Interdisciplinary Component of the Curriculum	36
Research Component of the Curriculum	36
Clinical Practice Component of the Curriculum	37
Clinical Site Placement Policy	37
Graduate Program Progression Statement	38
Probation/Exceptions/Retention	38
Graduate Student Organizations	39

OVERVIEW OF THE GRADUATE NURSE PRACTITIONER PROGRAM

INTRODUCTION AND HISTORY

The University of Michigan-Flint Department of Nursing has long recognized the ongoing changes in health care and admitted its first class to the part-time program of study in the Graduate Nurse Practitioner Master of Science in Nursing Program in fall 1998. The program received Commission on Collegiate Nursing Education (CCNE) accreditation in 2001 and graduated the first class of nurse practitioners in that same year. Since then there have been many alumni of the program. The last class of Master of Science in Nursing students will matriculate in 2016.

The American Association of Colleges of Nursing (AACN) recently voted to endorse the [*Position Statement on the Practice Doctorate in Nursing*](#). This decision called for moving the current level of preparation necessary for advanced nursing practice from the master's degree to the doctorate level by the year 2015. This endorsement was preceded by almost three years of research and consensus-building by an AACN task force charged with examining the need for the practice doctorate with a variety of stakeholder groups.

The University of Michigan-Flint began the process of transitioning the MSN program to a Doctor of Nursing Practice (DNP) program in 2005 and admitted its first class of DNP students in fall 2009. The Graduate Nurse Practitioner Program leads the graduate nurse to a Doctor of Nursing Practice degree and prepares the graduate for eligibility to sit for the national certification examination as a nurse practitioner. The DNP program has both a BSN to DNP for those seeking to become a nurse practitioner and a MSN to DNP for those advanced practice registered nurses who wish to complete the DNP.

CURRICULUM AND ACCREDITATION

The nurse practitioner curriculum was developed in accordance with criteria set by the American Association of Colleges of Nurses (AACN), the National Organization of Nurse Practitioner Faculties (NONPF), and Criteria for Evaluation of Nurse Practitioner Programs from the National Task Force on Quality Nurse Practitioner Education. The following documents are the foundations of the program:

The Essentials of Doctoral Education for Advanced Practice 2006

NONPF Practice Doctorate Nurse Practitioner Entry Level Competencies 2006

NONPF Nurse Practitioner Primary Care Competencies in Specialty Areas: Adult, Family, Gerontological, Pediatric, and Women's Health 2002

NONPF Psychiatric-Mental Health Nurse Practitioner Competencies 2003

The primary accrediting body for this program is the Commission on Collegiate Nursing Education (CCNE). The Master of Science in Nursing program is fully accredited through 2015. The Doctor of Nursing Practice Program will apply for accreditation in 2012 prior to graduation of its first class of students in 2013.

DEPARTMENT OF NURSING MISSION STATEMENT

The Department of Nursing provides:

- Quality student-centered undergraduate and graduate education for men and women in pursuit of excellence in nursing practice, leadership, and scholarship.
- A focus on culturally competent care as the foundation for all theoretical and clinical learning experiences.
- Interdisciplinary local, state, and global partnerships that promote health and prevent disease for people of all ages across the lifespan.

GRADUATE PROGRAM VALUES STATEMENT

The graduate program faculty promote the mission and vision of the University of Michigan-Flint and Department of Nursing by supporting the further development of the knowledge and skills to find, critically appraise, and use the best evidence in teaching, scholarship, practice, and service within the context of understanding human and cultural diversity. The mission is carried out in part by faculty maintaining clinical expertise, academic excellence, and sensitivity to our partners in the diverse communities we serve.

The Graduate Program Mission Statement is consistent with the University of Michigan-Flint Mission Statement, the SHPS Mission Statement, and the Department of Nursing Mission Statement. The curriculum supports the further development of critical thinking, humanistic and scientific inquiry, and understanding human and cultural diversity. There is a focus on the health problems and issues in local, state, national, and international areas. The design of the program provides for asynchronous and synchronous online learning and individual attention to students through electronic, phone, and face-to-face communication and the use of local clinical preceptors. The graduate program strengthens university collaboration with many health care institutions and providers in local, regional, national, and international areas. It will also strengthen the current face-to-face BSN and online RN-BSN programs by providing an atmosphere of advanced practice nursing, clinical implementation research, and scholarly inquiry. Additionally, we strongly encourage our undergraduate students to participate, when possible, in clinical research projects in the graduate program as well as to apply for graduate study. We believe that the undergraduate programs will also be strengthened by the willingness of its faculty to utilize their expertise in both the graduate and undergraduate programs.

DEPARTMENT OF NURSING PHILOSOPHY

The philosophy of the faculty of the University of Michigan-Flint Department of Nursing reflects a belief in the inherent worth and dignity of individuals and the value of professional nursing as an integral part of the health of society. We believe the core values of professionalism, respect, autonomy, integrity, social justice, and excellence guide the scholarship of education, service, practice, and research.

We regard caring as a concept central to the practice of nursing. The compassionate, sensitive behaviors of the caring professional nurse embody the values and ethics that guide our behavior. Below are values and sample behaviors that we believe provide a framework for our commitment to the practice of professional nursing.

Professionalism encompasses a commitment to lifelong learning and professional development, participation in professional organizations and the political process, and adherence to professional values and regulations.

Respect is reflected by nurses' regard for human dignity and in our acceptance of the diversity of humankind. Our practice demonstrates our respect for other disciplines through collegiality and collaboration.

Autonomy encompasses the right to self-determination. Autonomy reflects the patients' right to make decisions about their health care and nurses' rights to make decisions about their professional practice.

Integrity is reflected in our honesty with patients and the public, through our accountability for our actions, and through our provision of care based on practice standards.

Social Justice is reflected in the professional obligation to assure equal treatment and equal access to care. It encompasses the professional responsibility to encourage legislation and policy development that advances nursing care and quality health care for all people.

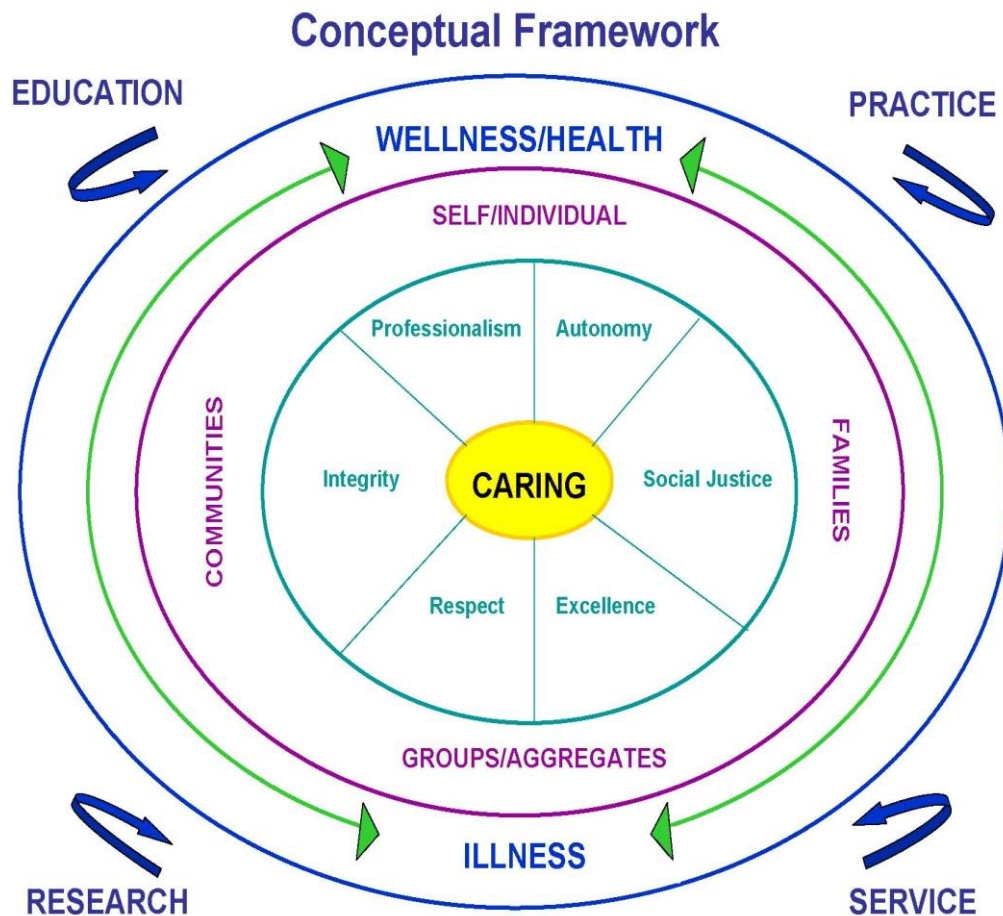
Excellence refers to the quality of the educational experience, which the faculty endeavor to provide. Faculty strive to meet the highest standards of education, research, service, and practice.

Nursing is an art and a science. It is a practice profession and an academic discipline. Nursing is concerned with the human response to actual or potential variations in human functioning/life processes. Professional nursing practice is the creative application of therapeutic nursing interventions based on a synthesis of scientific knowledge, research, professional values, and standards. Nursing involves interactions among the nurse, person, and the environment in the pursuit of health. Professional nurses form partnerships with individuals, families, groups/aggregates, and communities to meet primary, secondary, and tertiary health care needs. Nurses practice independently, interdependently, and collaboratively in a variety of settings.

PHILOSOPHY OF EDUCATION

Students come from various educational backgrounds with a variety of experiences that influence the teaching/learning process. The role of faculty is to encourage, facilitate, and provide opportunities which support self-directed learning and critical thinking, enhance personal growth, and socialize students as members of the profession. Learning is facilitated in an environment where genuineness, empathy, understanding, and mutual respect are valued by students and faculty.

Approved 3/11/02



Doctor of Nursing Practice

The University of Michigan-Flint Nurse Practitioner Program builds upon the basic foundation provided in the Department of Nursing philosophy. In keeping with this philosophy, AACN Essentials of Doctoral Education for Advanced Practice, NONPF Guidelines, American Academy of Nurse Practitioner Standards, The Scope and Standards of Advanced Practice Registered Nurses, Healthy People 2010, and the mandates of Pew Health Report, the graduate curriculum prepares baccalaureate graduates for the advanced practice role. The primary objective is to better serve the health care needs of those in the local, regional, and national area, especially the underserved and underinsured.

THE ORGANIZING FRAMEWORK

The graduate program curriculum of the University of Michigan-Flint Department of Nursing builds upon the undergraduate-nursing program of study. The faculty has elected to utilize the American Association of Colleges of Nursing (AACN) recommendation for Essentials of Doctoral Education for Advanced Practice Nursing, the National Organization of Nurse Practitioners (NONPF) Practice Doctorate Nurse Practitioner Entry-Level Competencies, and also incorporates the NONPF Nurse Practitioner Primary Care Competencies in Specialty Areas, Criteria for Evaluation of Nurse Practitioner Programs, to form the organizing framework for curriculum development.

The DNP program objectives are as follows:

- I. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competency in the area of independent practice.
- II. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competency in the area of scientific foundation.
- III. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of leadership.
- IV. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of practice inquiry.
- V. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of technology and information literacy.
- VI. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of policy.
- VII. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of health care delivery systems.
- VIII. The nurse practitioner will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of ethics and culture.

The Doctor of Nursing Practice program objectives above are used to form course objectives and content which will support the terminal objectives. Selected competencies make up our terminal objectives and are consistent with both NONPF and AACN-recommended outcomes.

PROGRAM TERMINAL OBJECTIVES

DNP Program Objectives provide the guidelines for the development of all course objectives. Both the DNP program and the course objectives guide the students systematically and progressively towards the successful achievement of the following Terminal Objectives.

The Terminal Objectives are as follows:

1. Practices ethically and assumes full accountability as a licensed independent practitioner by incorporating evidence-based and culturally congruent best practices when assessing, diagnosing, treating, and managing clients, families, populations, communities, and health care systems.
2. Critically analyzes research and other data by integrating knowledge from arts and sciences within the context of nursing's philosophical framework and scientific foundation to anticipate, predict, and explain variations in practice to diverse audiences.
3. Assumes increasingly complex leadership roles that foster the use of critical and reflective thinking, interprofessional collaboration, and translation of new knowledge into practice.
4. Evaluates how organizational, structural, financial, marketing, and policy decisions impact cost, quality, and accessibility of health care delivery systems.
5. Demonstrates skill in peer review that promotes a culture of excellence.
6. Evaluates the impact of globalization on the development of culturally relevant health care systems and health care policy.
7. Analyzes ethical, legal, and social factors and uses skills of negotiation, building consensus, and partnering when developing health policy.
8. Utilizes technology and information literacy in complex decision-making.
9. Participates in the development of clinical information systems.

RIGHTS AND RESPONSIBILITIES OF THE GRADUATE STUDENT

The American Nurses Association *Code of Ethics for Nurses* with Interpretive Statements may be viewed online at:

<http://www.nursingworld.org/ethics/ecode.htm>

For more information, contact:

American Nurses' Association
Center for Ethics & Human Rights
600 Maryland Ave, SW
Suite 100 West
Washington, DC 20024-2571 (800) 274-4262

STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

Introduction

The education of the students at UM-Flint in the Department of Nursing is based on the concepts of integrity, a sense of responsibility, and self-discipline, which are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is paramount to the concept that the professional nurse must be accountable for professional standards in the practice of nursing. The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between faculty and students promote optimal learning.

Definitions of Unacceptable Behavior

The following are the UM-Flint Department of Nursing's definitions of unacceptable behavior.

1. **Plagiarism:** Taking credit for someone else's *ideas*, words or statements or other works found in print or electronic sources as one's own without proper acknowledgment. Examples of plagiarism include:

Word-for-Word Plagiarism – copying exactly from someone else's text

Section-by-Section Plagiarism – lifting phrases from someone else's text

Select-Term Plagiarism – lifting a special term from a text not one's own

Paraphrasing – using someone else's ideas as if they were one's own thoughts; borrowing facts, statistics, and other illustrative material unless the information is common knowledge.

2. **Cheating:** Committing fraud on a record, report, paper, computer assignment, examination or other course requirement. Examples of cheating include:

Using unauthorized notes, study aids, or information from another student or student's paper on an examination or any other course requirement, including giving or receiving assistance from another student without the instructor's permission.

Altering a graded work after it has been returned and then submitting the work for re-grading.

Allowing another person to do one's work and to submit the work under one's own name.

Submitting two copies of the same or nearly similar papers to two professors without prior approval.

Fabricating data in support of laboratory or field work: Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

3. **Aiding and abetting dishonesty:** Providing material or information to another person when it could be used in a manner that would violate this code of academic integrity (e.g., providing completed or nearly completed work/answers to other students).
4. **Falsification of academic records and official documents:** Without proper authorization, altering documents affecting academic or University records; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official University document.
5. **Misuse of computers:** Violating the University's "Proper Use of Information Technology" statement, which defines proper and ethical use of computers or other ITS technology policies. Copies of policies are available on the ITS website.
6. **Misuse of available facilities:** Intentionally abusing available facilities. Examples of available facilities include, but are not limited to, laboratories, classrooms, and libraries.
7. **Nurse-patient relationships:** The students of the University of Michigan-Flint Department of Nursing are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Unacceptable behavior includes, but is not limited to, the following examples:

Providing nursing care in an unsafe or harmful manner.

- a) Carrying out a procedure without competence or without the guidance of a qualified person.
- b) Willfully or intentionally doing physical and/or mental harm to a client.
- c) Exhibiting careless or negligent behavior in connection with the care of a client.
- d) Finding oneself unable to assume the assigned and necessary care of a client and failing to find alternative measures for the delivery of that care.

Falsifying patients' records or fabricating patient experience.

- a) Failing to report omission of or error in treatments or medications.
- b) Fabricating patient experiences.

Disrespecting the privacy of a client: violating the confidentiality of the nurse/client relationship.

- a) Disclosing the full name or position of a client in a manner that violates the individual's privacy.
- b) Discussing confidential information in inappropriate areas such as elevators or with inappropriate persons, such as media representatives.
- c) Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.

Violations of the Policy: Non-Disclosure of Patient, Agency, or Provider/Personnel Identity in Course Work and Scholarly Papers.

8. **Drugs and alcohol:** Using, possessing, selling, or distributing illicit drugs; illegally using, selling, possessing, or distributing any drugs or alcohol; or using prescribed and/or illicit substances or alcohol in such a manner as to impair one's judgment or performance as a nursing student.
9. **Repeated Occurrence Forms:** A pattern or accumulation of occurrence forms during a given course and/or across the curriculum.
10. **Other unprofessional conduct:** The commission of a crime, as defined by Michigan or Federal laws, Federal laws, or violation of the American Nurses Association Code of Ethics for Nurses.

SANCTIONS FOR VIOLATIONS OF THE CODE OF ACADEMIC/ PROFESSIONAL CONDUCT

It is recognized that the unacceptable behaviors described above are often indications of a need for assistance by the student. Each incident and each individual involved are unique, and any mitigating circumstances will be considered with each infraction. This does not suggest that infractions will be dealt with lightly. Each case is viewed seriously. The proper course of action is determined by course faculty or the Department Director, in consultation with the Administrative Advisory Committee (AAC) as needed. A violation of the above code may result in one or more of the following sanctions:

1. Oral or written disciplinary warning or reprimand. Written warnings or reprimands may be placed in the student's file.
2. Requiring counseling or other actions as a condition of continuation in or return to a program, course of study, or enrollment.
3. Assigning a grade record of no report, incomplete, lower, or failing grade.
4. Requiring that a course or clinical experience be repeated.
5. Noting misconduct on a student's transcript.
6. Suspension for a specified period or an unspecified period, or with stipulated conditions for readmission to the Department.
7. Permanent expulsion from the program.
8. Withholding or rescinding a Master of Science in Nursing or Doctor of Nursing Practice degree.

PROCEDURES FOR HANDLING INFRACTIONS OF THE CODE OF ACADEMIC/ PROFESSIONAL CONDUCT

1. **Reporting suspected infractions.** Suspected infractions of the Code of Academic and Professional Conduct are to be reported to the faculty member in charge of the course or activity or to the Department Director. The Director may consult with the Office of the Vice President and General Counsel.
2. **Preliminary inquiry and sanctions.** The faculty member or Department Director shall commence a preliminary inquiry into the suspected infraction as soon as possible. The inquiry may include a discussion with the identified student. If, based upon the preliminary inquiry, it is determined that an infraction may have occurred, sanctions are determined by course faculty and/or the Department Director, with consultation from the AAC. The student shall be so notified in writing of the infraction and the sanction and offered an opportunity to have a hearing pursuant to the procedures outlined below. A “Performance Improvement Plan” will be placed in the student’s record after the preliminary inquiry, if it is determined that an infraction has occurred.
3. **Hearing.** If the student elects to have a hearing, the Student Affairs Committee shall conduct the hearing. The student shall have an opportunity to appear before the Hearing Committee and present his/her case. The student may review all documents considered by the Committee and may question any witnesses who appear before the Committee. The student also may present his or her own evidence and witnesses; however, the Committee may limit testimony based on redundancy or lack of relevance. The student may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the student. The hearing will be closed to the public and will be recorded. The Committee will deliberate in private. After reviewing the case, the Hearing Committee will submit a written report to the course faculty, Department Director, and to the student. The report will include the Committee's factual findings and decision.
4. **Final departmental decision.** The Graduate Student Affairs Committee shall make the final decision in a timely manner.
5. **Appeals outside of the Department of Nursing.** Any appeal must be in writing and must be submitted to the School of Health Professions and Studies (SHPS) Student Appeals Committee. Students should contact the coordinator of SHPS for its appeal procedure.

HONOR CODE PLEDGE

Upon admission to the UM-Flint Nursing program, MSN or DNP students are expected to understand and sign the Honor Code Pledge. Signature implies that the student has read and understands the Code of Academic Conduct as outlined in the MSN or DNP *Student Handbook*. The Honor Code Pledge reads as follows:

HONOR CODE PLEDGE

I certify that the work to which I put my name is my own, and if I am made aware of any instance wherein others have cheated or violated this pledge, I will report the suspected infraction to the faculty member in charge of the course or activity, or to the Department Director.

Student Signature: _____

Date: _____

Witness: _____

POLICY AND PROCEDURES

GENERAL PROGRAM INFORMATION

APA Format

Papers must be presented in a precise and professional manner. To assist in accomplishing this, the Department of Nursing has adopted the publication format for professional papers used by the Publication Manual of the American Psychological Association (latest edition). The APA Manual delineates rules and format utilized by APA and is a required text.

Computer Literacy

A basic knowledge of computer literacy is recommended for all DNP students before taking professional nursing courses including online courses. The DNP Blackboard online workshop is required prior to initiation of coursework.

Departmental Assessment Testing

As part of the accreditation process and in the ongoing effort to maintain excellence of curriculum, the Department of Nursing uses a variety of outcome assessment measures throughout the program. Student outcome assessment measures may include standardized tools, surveys, student papers, test scores, and other means of evaluation. MSN and DNP students are required to take nationally developed tests throughout the curriculum. In the last semester of the curriculum, students are required to take a comprehensive nationally normed examination. Students must achieve a satisfactory score (as determined by the Department of Nursing) on this comprehensive exam prior to graduation. Data from assessment measures may be disseminated within and outside the University as aggregate and anonymous findings.

Criminal Background Checks

In seeking to provide a safe learning environment and comply with standards set forth by clinical agencies, all undergraduate and graduate nursing students are required to complete a criminal background check. An acceptable background check is required for acceptance into the BSN, RN/BSN, RN/MSN, MSN, and DNP programs of study. Nursing students re-entering their program of study after a leave of greater than one semester must also undergo a criminal background check. Clinical agencies may require further screenings and checks as well.

The criminal background check must be performed by the vendor designated by the Department of Nursing or by a vendor designated by a clinical agency. Data obtained through the criminal background check will be reviewed by the Department of Nursing in consultation with legal counsel to ensure compliance with requirements set by the Department of Nursing and clinical agencies.

During the course of enrollment in the undergraduate or graduate nursing programs, students must report any felony or misdemeanor convictions to the Director of the Department of Nursing.

Each student is responsible for costs incurred for their criminal background check(s).

Communication

Email listserves are used by nursing faculty and staff as a formal means of communicating official nursing news such as changes in policy, course information, and general information to nursing students. Students must check their campus email on a regular basis in order to remain current. It is the students' responsibility to use the University-provided email address/system.

Dissemination of Information to the Community

To maintain University of Michigan quality, all brochures, pamphlets, or other publications regarding programs, services, or policies of UM-Flint intended for external distribution, including those prepared by students, must be forwarded to University Relations for review prior to publication and distribution. The same review procedure applies to all on-air advertising or any video or audio message recorded for dissemination to the community. All productions must refer to the University of Michigan-Flint, not the University of Michigan.

The UM-Flint Logo and Seal

The block M-Flint is the official logo of the University of Michigan-Flint. See the University "Publication Guidelines" for information on color and form. Also see these guidelines for use of the University Seal. Student organizations must seek approval from University Relations prior to ordering saleable items using the logo.

Student Records

In carrying out their responsibilities, several offices at UM-Flint collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord the student a number of rights concerning records. Each office having student files must, by law, make these records available to the student upon request, limited only by regulations stated in the pertinent federal law (the Family Rights and Privacy Act of 1974). A copy of this law is available for inspection in the Office of the Registrar, 266 University Pavilion. Only two campus offices have records on all students. The Registrar's Office maintains information pertaining to enrollment (registration) and official academic records (transcripts). The Student Accounts Office (264 University Pavilion) maintains information about charges assessed and payments made. Students' rights concerning their records are contained in The University of Michigan-Flint Catalog section titled "Student Records" or you may refer to the Catalog on the University website.

Student Record Retention Policy

It is the policy of the Department of Nursing of the University of Michigan-Flint to retain all student files after graduation or five years of inactivity. Files of graduates are purged of all but clinical evaluations, letters of recommendation, occurrence reports/performance improvement plans, and Student Affairs Committee petitions or actions. All files of graduated students, once purged, are retained in perpetuity. For additional information on Student Records, refer to the current University of Michigan-Flint Catalog section titled "Student Records."

CLINICAL PARTICIPATION REQUIREMENTS

MSN & DNP Students

The Department of Nursing has established health-related requirements for clinical participation. It is the professional responsibility of nursing students to keep all health-related requirements current and submit documentation to the credentialing agency initially prior to beginning the first clinical course and subsequently on a yearly basis by the designated due date. This is imperative for student safety, safety of clients, and accountability to the program and clinical agencies. Students who do not submit required items by established deadlines will be administratively restricted from enrolling in clinical course(s). Re-entry into the program in a subsequent semester must be approved by the Student Affairs Committee and will be subject to space availability.

License: A copy of the student's current registered nurse license must be kept on file in the Department of Nursing and updated as necessary.

CPR Requirement: Every clinical student must be certified in cardiopulmonary resuscitation. It is the responsibility of the student to provide the University with proof of current CPR certification.

TB Screening: Proof of TB skin test must be provided annually. If the student has a positive TB test or is unable to have TB testing, proof of a negative chest x-ray must be provided.

Immunizations: Negative titer or proof immunization to Rubella, Mumps, Measles, and Diphtheria/Tetanus (DT) must be on file with the University Health Officer along with all other immunization records. Specific instructions will be provided on the immunization form provided at orientation. Proof or waiver of immunization to Hepatitis B is required for all students for entrance into the program, and the immunization is compulsory at some clinical sites. Students must meet health requirements as mandated by their clinical sites. Check with your healthcare provider or local Health Department for information on where to obtain immunizations.

Insurance: The University of Michigan-Flint has self-insured medical professional liability for all students while engaged in course-required activity to complete their degree or University sponsored activity. Students may find suggested insurance through the Nurses Service Organization at <http://www.nso.com/professional-liability-insurance/> or other compliances.

Note: The University of Michigan-Flint does not endorse any insurance company.

Malpractice Insurance: Students are required to carry individual malpractice insurance prior to the first clinical course.

Dress Code: Identification badges, provided by the Department of Nursing and/or clinical agency, must be worn at all times during clinical experiences. Students are required to follow agency or institution dress code policies for clinical sites. If not specified by the agency, students are responsible for maintaining a mode of clothing and appearance that will not interfere with the establishment of professional rapport. Lab coats may be required for clinical experiences.

SCHOLARSHIPS AND OTHER FUNDING

University of Michigan-Flint graduate students are eligible for a variety of monies while enrolled in the Nurse Practitioner Program. Examples include the Esther C. Stone Graduate Scholarship for Academic Excellence, the Carl and Sarah Morgan Graduate Student Scholarships, the Emmalyn Ellis Freeman Nurse Practitioner Scholarship, the Nurse Scholarship Funds, The Francine Zick Student Research Fund, and the Frances Ann Frazier Student Travel Scholarship. The Pi Delta chapter of Sigma Theta Tau International has competitive funding for clinical nursing research projects and professional practice scholarships. Information about these and additional scholarships can be found at [Scholarships Available to All UM-Flint Students](#) , [Comprehensive List of UM-Flint Scholarships](#) , and [Graduate Student Funding Opportunities](#).

Other sources of external funding may also be explored. Students should contact the Financial Aid office and the Office of Graduate Programs for available assistance at the contact information below:

Office of Financial Aid

University of Michigan-Flint
277 Pavilion
Flint, MI 48502-1950
Phone: (810) 762-3444
Fax: (810) 766-6757

Email: Financial_Aid@list.umflint.edu

Graduate Admissions

251 Thompson Library
303 E Kearsley St
Flint, MI 48502-1950
Tel: (810) 762-3171
Fax: (810) 766-6789

Email: gp@umflint.edu

COMMITTEES

Student representation on the Graduate Program Committee, Graduate Curriculum Committee, and Graduate Student Affairs Committee is strongly supported by University of Michigan-Flint graduate Nursing program faculty.

FACULTY ADVISING ROLE

Rationale and Purpose

It is the belief of the graduate faculty at University of Michigan-Flint that the role of faculty advisor and the relationship developed with the advisee over time is instrumental to the professional development of students. The faculty advisor may function as a resource person, mentor, and consultant. Upon entry into the program, the students will be assigned an advisor. In year one or two of the program, the student will select a faculty member as a capstone project chair who will serve as the student's advisor until graduation. Through discussions with the advisor, the student will integrate program and personal experiences that will move him/her to a successful acceptance of a new professional role as a doctorally-prepared advanced practice nurse.

STUDENT LEARNING PORTFOLIOS

A portfolio is a collection of work from across the curriculum that will be submitted to the student's faculty for a summative assessment yearly beginning in the fall of the second semester. The portfolio will include samples of work which illustrate the kind of skills, qualities, and achievements that the student has obtained. The portfolio will also include a narrative self-assessment of the student's growth and a checklist of their level of mastery of the terminal objectives. Additionally, the portfolio may be used to strategically position a student in the job market. Students are responsible for collecting and maintaining all documents and verifying completion each semester with the advisor. The portfolio will be evaluated in the Role Course during the final semester.

GRADUATE NURSING PROGRAM MEDICATION POLICY

UM-Flint nurse practitioner students have a strong theoretical background with graduate credits in pathophysiology and pharmacology prior to clinical rotations where medications are prescribed. They must have knowledge of individual drugs, the expected effects of those drugs, the possible side effects, interactions with other substances, along with the current treatment for the patient's condition according to evidence-based practice guidelines.

NPs' prescribing authority differs among states. UM-Flint students do not have prescriptive authority.

Students are expected to progressively work towards independence in treatment and diagnostics needed for their patients in the clinical setting. They will have an assigned preceptor available at all times in the clinical setting who must have full knowledge, and who must sign for, any medications and/or diagnostic testing while working with a student NP at the University of Michigan-Flint. All prescriptions will be personally signed by the preceptor. All medications prescribed or dispensed in the clinical setting will be with the full knowledge of the preceptor as to the name and dosage of the medication being given. All policies of that setting will be followed in regards to dispensing of medications. The student should seek the preceptor's guidance in respect to office policy for medication administration.

Computer Literacy

A basic knowledge of computer literacy is recommended for all graduate students before taking professional nursing courses. Although a college course is not required, a basic understanding of the functioning of computers with special emphasis on word processing is advised. Curriculum assignments in the professional nursing courses are expected to be done on a word processor. The University Computing Center at UM-Flint is available to all enrolled students, along with literature on utilizing the computers. In addition, students have access to computers and a variety of interactive video hardware and software and spreadsheet and word-processing software in the Learning Resources Center and in the Department of Nursing.

ITS recommends that a laptop should have this minimum configuration:

- Operating System: Windows Vista™ Home Basic
- 80211b-g compatible wireless card

Department of Nursing recommends the following:

- Printer, scanner, fax
- Webcam
- Headphones & microphone
- Video camera

COMPUTER USE POLICIES

The University of Michigan-Flint Information Technology Services (ITS) Proper Use Policy lists the general guidelines that all faculty, staff, and students must abide by and sign off on when getting their computer accounts. This policy is on the ITS web page and is listed as the General Policy (<http://www.flint.umich.edu/departments/its/html/policies.html>). On this URL, you will also find links to other ITS policies such as those contained in the Standard Practice Guide (SPG).

ITS is obligated to follow the SPG. The URL (<http://www.umich.edu/~policies/>) lists some of the SPG policies that are related to information technology.

UM-FLINT FRANCES WILLSON THOMPSON LIBRARY

The Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theatre. The Library collection includes over 186,000 books and more than 30,000 bound and microfilmed journals.

A computerized link with the Ann Arbor campus library system is accessible in the Library. This link, known as MIRLYN (Michigan Research Library Network), currently contains seven different databases. UM-Flint students may borrow from Ann Arbor campus libraries. MIRLYN allows student to search within MCAT-UM Ann Arbor On-line Catalog and FLNT-UM-Flint On-line Catalog. The MEDLINE database, containing over 6,500,000 biomedical references to articles, is also available to students. MEDLINE is the source of the printed volumes of Index Medicus, Index to Dental Literature, and International Nursing Index. CINAHL, the Cumulative Index to Nursing & Allied Health Literature is available on CD-ROM in the Library for student and faculty research needs. Clinical practice point of care library resources include: Dynamed, STAT!Ref, and soon to come Lexicomp.

Other sources in the UM-Flint Frances Willson Thompson Library allow students to find out the holdings of the Flint Public and Genesee District Libraries. Students can also identify journal subscriptions available at a large number other libraries in southeastern Michigan, including Ann Arbor. The Library is also a Federal Depository and houses the U.S. document collection, containing reports, studies, and hearings from many departments of the federal government. The Archives and historical research collection of primary materials about the Flint and Genesee County area is also available in the Library.

Several staff librarians are experienced in computerized bibliographic searching. Through the Dialog System's computer in Palo Alto, California, a large number of databases in areas such as business, biology, medicine, psychology, and education can be searched for students, faculty and staff. The cost of search is partially subsidized by the Library.

The Library publishes subject bibliographics, a handbook, and other aids to make library use easier. Most books may be checked out for three weeks (four weeks for graduate students) and may be renewed once for the same period. A wide range of research aids, including hard copies of indexes, abstracts and directories are available, as are photocopiers, reader-printers, and other equipment. Professional reference librarians are excellent resources to help both experienced scholars and newcomers with academic research. The librarians understand that most new college students are not experienced library users. Students should feel free to ask for their help in using the Library!

The Hamady Health Sciences Library, located in the Hurley Medical Center, and the McLaren Regional Medical Center Medical Library are additional research sources for students. Certain restrictions may apply. Please check with the graduate nursing faculty.

Policies Regarding Illness or Absences

Students are referred to course syllabi regarding specific course requirements. Occurrence of a serious illness, injury, communicable disease, or pregnancy must be reported to the campus health officer.

Essential Abilities

A candidate for the MSN or DNP degree must possess abilities and skills that include those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many clinical situations in that it implies a candidate's judgment must be mediated by someone else's power of selection and observation. For some observation, the candidate may demonstrate alternative means of acquiring information. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities shall be the responsibility of the student. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded.

Observation: The candidate must be able to acquire a defined level of required information as demonstrated through ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem-solving around patient conditions and coming to appropriate conclusions and/or course of actions. Furthermore, a candidate must be able:

- To observe a patient accurately, at a distance, and close at hand, to acquire information from written documents and to visualize information as presented in images from paper, films, slides, or video.
- To interpret graphic images and digital or analog representations of physiologic phenomenon (such as BPs and EKGs) with or without the use of assistive devices.

Such observation and information acquisition necessitates the functional use of visual, auditory, and somatic sensation while being enhanced by the functional use of other sensory modalities. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

Communication: A candidate must be able to speak, to hear, and to observe patients by sight in order to elicit information, 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 speaking, reading, and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor: It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation, and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. The candidate must be able to execute motor movements reasonably required to provide safe general and emergency nursing care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the sense of touch and vision.

Intellectual-Conceptual (Integrative and Quantitative) Abilities: The candidate must be able to measure, calculate, reason, analyze, evaluate, integrate, and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

Behavioral and Social Attributes: The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all nursing responsibilities. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

The Selection Committee of the University of Michigan-Flint Department of Nursing will consider for admission any applicant who demonstrates the ability to acquire the knowledge necessary for the practice of nursing, as well as the ability to perform or to learn to perform the skills as described herein. Scholastic accomplishments as well as physical and emotional capacities are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of nursing.

Policy for Non-Academic Dismissal

Possession of the Essential Abilities as identified above is necessary for successful progression in the nursing program from the time of admission to graduation. If it becomes evident that a student does not possess one or more Essential Abilities, progression in the nursing program will be halted. A decision to stop a student's progression in the program based on lack of the Essential Abilities will be made by the faculty in consultation with the Director of Nursing. In the event of dismissal, the student may appeal this decision by following the Grievance Procedure.

APPLICANT'S CERTIFICATION

I have read and understand the above essential abilities, and I hereby certify that I am able to meet these standards.

Name, printed: _____ Signature: _____

UMID: _____ Date: _____

****Note: Please sign and date the applicant certification on the following page and return certificate to the administrator.***

STUDENT GUIDELINES

GRADUATE STUDENT AFFAIRS COMMITTEE (GSAC)

The Graduate Student Affairs Committee has the authority to administer academic discipline and grant or deny requests for waivers and modification of departmental rules. Committee members are charged with the interpretation and supervision of program policies. The Committee will consider an exception to standard policy if a proposed alternative to a specific requirement is supported by sound rationale.

PETITIONS

Nursing students requesting an exception to policy or a modification of their academic program should consult and file a petition with the Department of Nursing Graduate Academic Advisor. The signature of an academic advisor is required. Students should return completed petitions to the Graduate Academic Advisor, giving enough time for the GSAC to review them and make a decision. Nursing students petitioning exceptions to particular University-wide policies must first petition the Department of Nursing's GSAC. The original petition and the GSAC recommendation regarding the petition will then be submitted to the School of Health Professions and Studies (SHPS) Academic Standards Committee (ASC) for review as needed. SHPS petitions are required to:

1. Add a course past the deadline
2. Drop a course past the deadline
3. Withdraw from a semester/disenroll from a course after the semester has ended

Students have the right to appeal the SHPS ASC decision through the SHPS Student Appeals Committee. Students should be aware the Department of Nursing also has a right to appeal a decision made by SHPS ASC that is contrary to the decision of the Department of Nursing's Graduate Student Affairs Committee.

Types of Academic Disciplinary Action

1. **Ineligible to Register:** The GSAC requires that a student withdraw from the Nursing program when he/she has failed to meet minimum nursing progression requirements. *Generally, a student may not progress in the program after failing a course.* The student will be offered the opportunity to re-take the course when it is offered again the following year. Failure of two or more courses in a given semester will result in dismissal from the program.

Prior to re-taking the course, the student will be required to prepare a written plan that would address the following:

- Means to improve academic performance
- Resources/methods to review in areas of academic weakness as demonstrated by prior course performance
- A statement on how the student will demonstrate completion of the program

The student must complete a petition, attach the plan, and submit it to the Graduate Student Affairs Committee for discussion, modification, and approval within two weeks of the beginning of the next semester.

2. **Notification of Academic Disciplinary/Action:** The student is informed of academic disciplinary action by letter. Copies are given to his/her academic advisor and placed in the student file. The terms and conditions imposed upon the student are expressly stated in the letter. The letter also requests that the student contact his/her graduate academic advisor as soon as possible to develop a plan of action to overcome the academic deficiency.

Requests to the GSAC for Reconsideration

A student desiring to have the GSAC reconsider a disciplinary action should discuss the matter with his/her graduate academic advisor and should follow the petition procedures previously outlined. A student who is required to withdraw may petition for reconsideration of the committee's action within 30 working days of notification of the committee's decision. If the circumstances that prevented the student from achieving at a satisfactory level have been resolved, the GSAC may consider reinstating the student for one or more terms with specific stipulations.

University-Wide Academic Standing

For University-wide academic regulations, refer to the University of Michigan-Flint *Catalog* section titled "Academic Policies of the University."

STUDENT GRIEVANCE PROCEDURE

This grievance procedure is available for student grievances concerning academic practices and policies, conflicts with faculty, discrimination, and sexual harassment. If the conflict concerns discrimination or sexual harassment, the student should also consult with the UM-Flint Affirmative Action Coordinator or the Director of the Department of Nursing. Formal complaints of discrimination or sexual harassment must be filed with the Equity and Diversity Services Director. Refer to the current UM-Flint *Catalog* for additional information. Within the Department of Nursing, the procedure for filing a grievance is as follows:

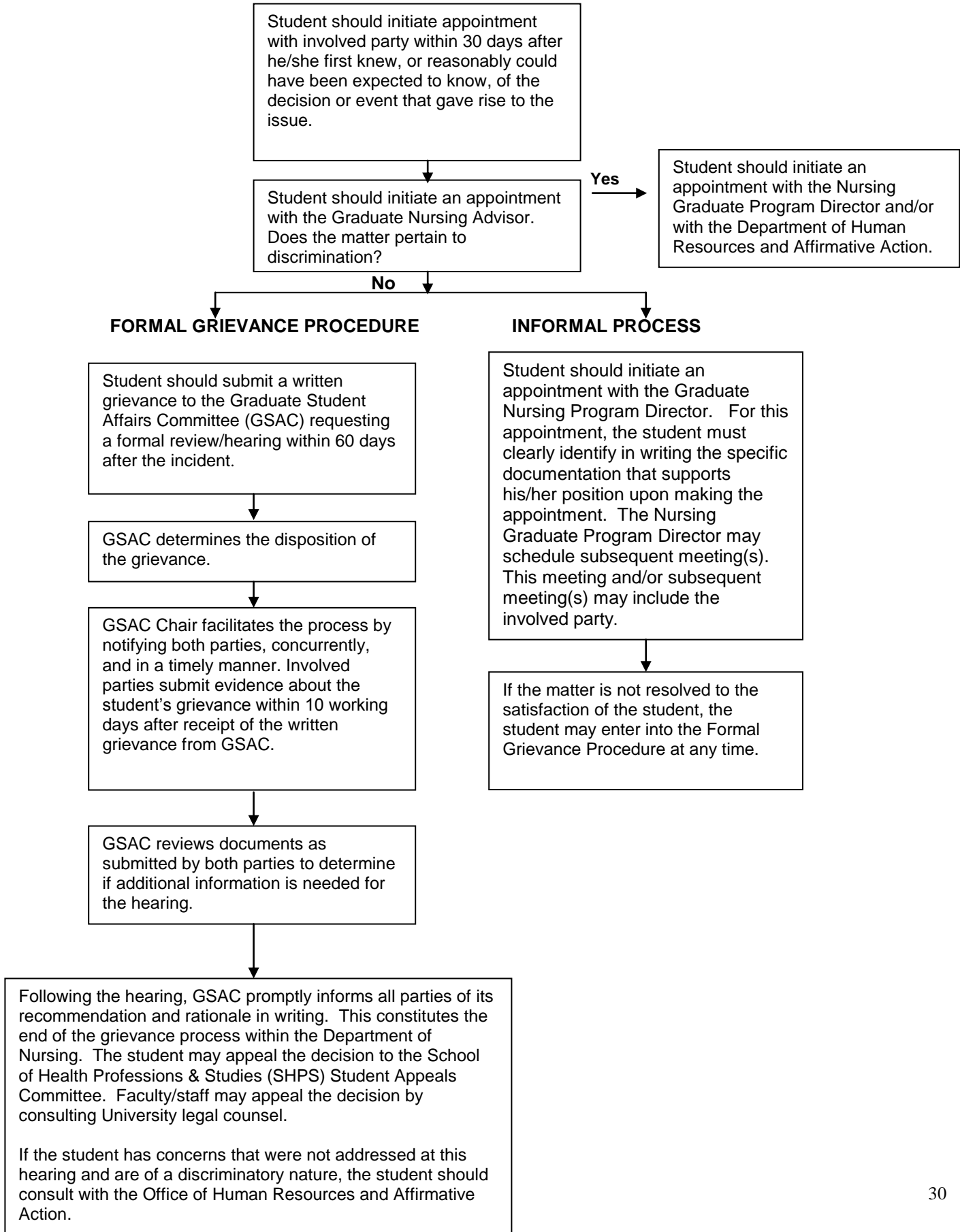
1. The student is first expected to meet with the individual faculty member(s) to address the concern within 30 days after the student first knew, or reasonably could have been expected to know, of the decision or event that gave rise to the grievance.
2. Student should initiate an appointment with the Student Services Assistant. If the matter pertains to discrimination, the student should initiate an appointment with the Director of the Department of Nursing and/or with the Office of Equity and Diversity Services Director.
3. If the student does not feel the concern was adequately dealt with at this level, he/she may then petition the Nursing Graduate Student Affairs Committee (GSAC) for review of the grievance within 60 days after the incident. (During the summer months, the Administrative Advisory Committee [AAC] is the appropriate committee to review grievance issues if GSAC members are unavailable.) The petition must specify the nature and extent of the act in question and the respondent(s) involved and previous attempts to resolve the matter.

4. GSAC will determine the disposition of the grievance and will notify the student, in writing, as to the appropriate grievance procedure, in a timely manner.
5. As soon as practicably possible, the chair of GSAC shall initiate a committee meeting in order to review documents submitted and to determine if additional information is needed for the hearing.
6. The chair will promptly notify all parties of their responsibility to submit all documentary evidence related to the grievance as well as their right to present such evidence at the Committee hearing. Evidence must be submitted within 10 working days.
7. Upon receipt of all documentation, the chair of GSAC will disseminate all evidence in a timely manner followed by a hearing which will be scheduled as soon as possible.

Hearing Proceedings:

1. Hearings are closed to the public. A simple majority of the Committee membership shall constitute a quorum. The student may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the student. An audiotape record may be made of the hearing. The chair shall conduct the hearing. The chair shall insure that the charges are stated clearly; an opportunity is provided to all parties to clarify, explain, or refute written evidence; an opportunity is given to all parties to question testimony presented at the hearing. The committee may choose to hold multiple hearings and/or to pursue additional evidence. The committee shall deliberate in closed session.
2. The committee decision will be rendered in a timely manner. All parties will be notified promptly of the committee's decision and their right to an appeal process. The student will be notified by certified (return receipt) mail.
3. At the conclusion of the committee's charge, the permanent files of the committee shall be deposited in the Department of Nursing office. Files of individual committee members will be destroyed. University Counsel shall be consulted on the proper retention of the records in the case.
4. If the student is dissatisfied with the decision of the Graduate Student Affairs Committee regarding the grievance, he/she may then petition the School of Health Professions and Studies (SHPS) Student Appeals Committee. A copy of the SHPS Student Appeals Committee Policy and Procedures may be obtained in the SHPS Coordinator's Office. Faculty/staff may appeal the decision by consulting University legal counsel.
5. If the student has concerns that were not addressed at this hearing and are of a discriminatory nature, the student should consult with the Office of Human Resources and Affirmative Action.

RECOMMENDED PROCEDURE FOR RESPONDING TO STUDENT ISSUES/PROBLEMS



UNIVERSITY OF MICHIGAN-FLINT
Department of Nursing

Policy & Procedure: Performance Improvement Plan

Purpose:

1. Increase student awareness of expected academic behaviors, professional behaviors, and safe nursing practice.
2. Identify concerns or trends in student behaviors for purpose of quality improvement.

Policy: The Performance Improvement Plan form is to be initiated in all situations involving a student that are out of the ordinary. This includes behavior related to issues of academics, ethical conduct, professional conduct, medication near misses or errors, safety concerns, and others. Examples include: repeated tardiness, repeated late assignments, disrespectful behavior, confidentiality issues, personal appearance, patient care and safety issues, accountability, plagiarism, cheating, etc. All situations related to student and professional conduct are documented on the Performance Improvement Plan.

Performance Improvement Plans are subject to review by the Nursing Student Affairs Committee. Further action by the Student Affairs Committee will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint Undergraduate (http://www.umflint.edu/nursing/Basic_BSN/index.htm) and Graduate (http://www.umflint.edu/nursing/Documents/msn_catalog.pdf) Student Handbooks for possible actions.

Procedure:

1. Forms are initiated by the instructor/administrator who completes the top half of the PIP form. The PIP is shared with the student. The seriousness and implications of situation/problem are discussed. The student provides a plan for improvement with faculty input as appropriate. Faculty/administrator and student sign the form. A student's signature indicates that the student has read and reviewed this form with the faculty member/administrator.
2. Faculty initiating PIP forms related to a situation in a clinic, lab, or practicum course will notify the lead faculty within 24 hours.
3. Previous occurrence forms are available for faculty review; forms remain in student's file and in Department file according to Record Retention policies.
4. Performance Improvement Plans are subject to review by the Undergraduate Nursing Student Affairs Committee. Patterns, frequency, and/or severity of incidents will be reviewed, and corrective actions will be initiated as determined by the Committee.
5. The Nursing SAC will determine if the review is a program issue and/or specific to a student or students.
6. If the review is found to be a Department of Nursing program issue, the matter will be referred directly to the Nursing Administrative Advisory Committee. (Skip steps 7-9 below.)
7. If the review is determined to be a potential violation of the *Student Code of Academic and Professional Conduct*, as outlined in the Undergraduate and Graduate Student Handbooks, a letter will be sent to the student(s) to convey the seriousness of the matter and to inform them that a Hearing may be conducted by the Nursing SAC.
8. The student and relevant faculty will have the right to be present at the Hearing and to provide input to the Nursing SAC.
9. The Nursing SAC will follow the Hearing process as contained in the appropriate Nursing Student Handbook.
10. The Nursing SAC will render a final decision which may include sanctions for violations of the Code and/or require the student(s) to submit and complete a personal Plan for Success.

Cohort Group: _____

UNIVERSITY OF MICHIGAN-FLINT
DEPARTMENT OF NURSING

PERFORMANCE IMPROVEMENT PLAN

Student: _____ UMID: _____ Nursing Course: _____

Circle one: Pre-Nursing Basic BSN Accelerated BSN RN/BSN RN/MSN MSN DNP

Category Code* (circle one):

E = Ethical Issues

MNM = Medication Near Miss

S = Safety

P = Professional Conduct

MAE = Medication Administration Error

O = Other

***Notify lead faculty within 24 hours.**

Date: _____ Faculty/Administrator: _____

Description: _____

Contributing Factors: _____

Potential Consequences: _____

Student Comments/Resolution Plan: _____

Student Signature: _____ Date: _____

Faculty/Administrator Signature: _____ Date: _____

Presence of student signature indicates that the student has read and reviewed this form with the faculty member/ administrator.

Performance Improvement Plans are subject to review by the Nursing Student Affairs Committee. Further action by the Committee will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint Undergraduate (http://www.umflint.edu/nursing/Basic_BSN/index.htm) and Graduate Student (http://www.umflint.edu/nursing/Documents/msn_catalog.pdf) Handbooks for possible sanctions.

Copies to: Student, Student's File, Instructor, Lead Faculty, Performance Improvement Plan Review File

Form approved by Nursing Faculty Committee: 5/12/04; 3/7/07; 2/6/08; 9/3/09 revisions:1/23/10 and 3/19/10

Form updated by Nursing Student Affairs Committee: 11/7/07; 2/5/08; 3/19/10

CURRICULUM AND DEGREE REQUIREMENTS

CURRICULUM

Graduate nurse practitioner education is guided by a curriculum based in theory, research, and practice. Clinical knowledge develops as theoretical and practical knowledge, and both are applied, refined, and extended in practice situations. The curriculum is designed using current and future projections of required clinical hours and the most current theoretical concepts developed to meet national standards for nurse practitioner practice.

The MSN curriculum is a full-time program of study. It is comprised of only the Adult Nurse Practitioner track (ANP).

The DNP curriculum is a part-time program of study. It is comprised of a Family Nurse Practitioner (FNP) track, Psychiatric Mental Health Nurse Practitioner (PMHNP) track, and Adult Nurse Practitioner track (ANP) .

NOTE: Current UM-Flint graduate nursing students admitted to the DNP program seeking to change concentrations must complete the following process:

Change in Concentration Process:

1. Submit petition to be admitted to the new concentration to the attention of: Sylvia Suttor, Academic Advisor, Department of Nursing, University of Michigan-Flint, 2180 William S. White Building, 303 E. Kearsley St., Flint, MI 48502-1950:
 - a. New essay (such as a Statement of Purpose) as required by the proposed program of study. Statement must include an explanation for the change of curriculum and how this change will affect your current educational goals and aspirations.
 - b. One new recommendation form that addresses your qualifications related to this change.
2. All documentation is to be sent directly to the Department of Nursing. If you have further questions or concerns, please direct them to Sylvia Suttor at ssuttor@umflint.edu or (810) 424-5545.

YEAR 1 – Fall Semester

- _____ (3) NUR 601 Biostatistics for Advanced Practice in Health Care
- _____ (3) NUR 602 Advanced Pathophysiology

YEAR 1 – Winter Semester

- _____ (3) NUR 603 Advanced Pharmacology & Pharmacotherapeutics
- _____ (2) NUR 604 Advanced Health Assessment & Clinical Reasoning - Theory
- _____ (3) NUR 810 Transcultural Care for Advanced Practice

YEAR 1 – Spring/Summer Semester

- _____ (3) NUR 605 Advanced Health Assessment & Clinical Reasoning – Practicum
- _____ (2) NUR 700 Research I
- _____ (3) NUR 715 Theoretical Perspectives in the Discipline of Nursing for Advanced Practice

YEAR 2 – Fall Semester

- _____ (2) NUR 701 Research II
- _____ (3) NUR 720 Primary Health Care of Adolescents/Adults/Elders – Theory Part I
- _____ (1-3) NUR 723 Primary Health Care of Adolescents /Adults/Elders - Practicum
- _____ (1) NUR 730 Applied Pharmacology I

YEAR 2 – Winter Semester

- _____ (2) NUR 702 Research III
- _____ (3) NUR 721 Primary Health Care of Adolescents/Adults/Elders – Theory Part II
- _____ (1-3) NUR 723 Primary Health Care of Adolescents/Adults/Elders - Practicum
- _____ (1) NUR 731 Applied Pharmacology II

YEAR 2 – Spring/Summer Semester

- _____ (2) NUR 606 Epidemiology for Advanced Practice in Health Care
- _____ (1-3) NUR 723 Primary Health Care of Adolescents/Adults/Elders - Practicum
- _____ (2) NUR 901 Capstone Seminar I

YEAR 3 – Fall Semester

- _____ (2) NUR 607 Informatics
- _____ (2) NUR 740 Advanced Health Assessment of Children – Theory
- _____ (2) NUR 750 Care of Psychiatric/Mental Health Needs of the Community
- _____ (3) NUR 760 Women’s Health – Theory/Practicum
- _____ (3-7) NUR 800 Special Topics in Adult NP Care – Theory/Practicum

YEAR 3 – Winter Semester

- _____ (3) NUR 745 Primary Health Care of Children - Theory
- _____ (2-3) NUR 746 Primary Health Care of Children - Practicum
- _____ (3) NUR 780 Care of Persons with Psychiatric/Mental Health Concerns I-Theory
- _____ (3-7) NUR 800 Special Topics in Adult NP Care – Theory/Practicum
- _____ (3) NUR 840 Organizational & Administrative – Theory

YEAR 3 – Spring/Summer Semester

- _____ (2-3) NUR 746 Primary Health Care of Children - Practicum
- _____ (3) NUR 781 Care of Persons with Psychiatric/Mental Health Concerns I – Practicum
- _____ (3-7) NUR 800 Special Topics in Adult NP Care – Theory/Practicum
- _____ (2) NUR 820 Health Policy & Economics
- _____ (2) NUR 902 Capstone Seminar II

YEAR 4 – Fall Semester

- _____ (2) NUR 790 Care of Persons with Psychiatric/Mental Health Concerns II-Theory
- _____ (3) NUR 830 Advanced Practice Role - Theory
- _____ (2) NUR 831 Advanced Practice Role – Practicum
- _____ (2) NUR 903 Capstone Seminar III (PMHNP students do not take)

YEAR 4 – Winter Semester

- _____ (3) NUR 770 Mental Health in Primary Care (ANP & FNP students only)
- _____ (3) NUR 791 Care of Persons with Psychiatric/Mental Health Concerns II- Practicum
- _____ (2) NUR 850 Urgent Primary Care – Theory/Practicum (ANP & FNP students only)
- _____ (3) NUR 870 Nursing Education-Theory/Application
- _____ (2) NUR 903 Capstone Seminar III (PMHNP students only)

DNP students will be required to visit the UM-Flint campus up to 2 times per year for clinical practice and eval. Those admitted to the BSN to DNP track must complete a minimum of 69 credits to complete the DNP with approved transfer credits and/or waivers. A minimum of 31 credits is required to complete the DNP with approved transfer credits and/or waivers in the MSN to DNP track.

This course can be taken over several semesters.

Required for FNP students only.

Required for PMHNP students only.

Required for ANP students only.

The curriculum is subject to change, please refer to your graduate advisor and online course schedule for updates. Refer to your admission regarding degree requirements.

**Doctor of Nursing Practice Program
MSN-DNP Curriculum**

The MS or MSN-NP track is open to Registered Nurses with a conferred MS or MSN-Nurse Practitioner Degree, Nurse Midwives, CRNA, or CNS.

DNP CURRICULUM

YEAR 1 – Fall Semester

(3) NUR 601 Biostatistics for Advanced Practice in Health Care

YEAR 1 – Winter Semester

(3) NUR 810 Transcultural Care for Advanced Practice

YEAR 1 – Spring/Summer Semester

(2) NUR 700 Research I

(3) NUR 715 Theoretical Perspectives in the Discipline of Nursing for Advanced Practice

YEAR 2 – Fall Semester

(2) NUR 701 Research II

YEAR 2 – Winter Semester

(2) NUR 702 Research III

YEAR 2 – Spring/Summer Semester

(2) NUR 606 Epidemiology for Advanced Practice in Health Care*

(2) NUR 901 Capstone Project Seminar I

YEAR 3 – Fall Semester

(2) NUR 607 Informatics

(2) NUR 902 Capstone Project Seminar II (offered if minimum enrollment met)

YEAR 3 – Winter Semester

(3) NUR 840 Organizational & Administrative – Theory

YEAR 3 – Spring/Summer Semester

(2) NUR 820 Health Policy & Economics

(2) NUR 902 Capstone Project Seminar II

YEAR 4 – Fall Semester

(2) NUR 903 Capstone Project Seminar III

YEAR 4 – Winter Semester

(3) NUR 870 Nursing Education-Theory/Application

A minimum of 31 credits is required to complete the DNP with approved transfer credits and/or waivers in the MSN to DNP track.

***2 credits of epidemiology are recommended for students who have not had epidemiology in their MSN program in the fall semester of year 2.**

The curriculum is subject to change, please refer to your graduate advisor and online course schedule. Refer to your catalog at the time of admission regarding degree requirements.

DEGREE REQUIREMENTS

1. All requirements must be completed within seven calendar years from the date a student begins the program.
2. In order to graduate, students must meet the requirements of Progression Statement and achieve a cumulative GPA of 5.0 or above.
3. Students must maintain high standards as defined in the Code of Academic and Professional Conduct.
4. The number of credits to obtain a DNP degree vary slightly dependent on the particular track of study. See the current curriculum map for the number of credits for each track.
5. Effective fall 2012, up to 12 hours of graduate credit may be transferred and or waived into the DNP program by those admitted to the BSN-DNP track. Students admitted to the MSN-DNP track may transfer and or waive up to nine hours of graduate credit. Transfers and waivers are made in accordance with the policies of the DNP Graduate Program Committee, if comparable graduate coursework has been taken.

INTERDISCIPLINARY COMPONENT OF THE CURRICULUM

Reflecting the complex health problems of society and changes in the health care system, students and faculty will pursue opportunities for interdisciplinary collaboration in the theory and clinical practice components of the curriculum. Students will be encouraged to participate in interdisciplinary research.

RESEARCH COMPONENT OF THE CURRICULUM

The University of Michigan emphasizes research as an important component of graduate education; therefore, research is integrated throughout the nursing curriculum. The primary role of the nurse practitioner is direct clinical practice; therefore, the goal of the research component is to prepare the practitioner to utilize research in practice and to participate in research studies in advanced practice. In the DNP, six credits of nursing research theory and methodology will culminate in a completed evidence-based practice project that is facilitated by 6 credits of capstone seminar. At the conclusion of the research sequence, each student will provide oral and written dissemination of the final project. In the MSN, seven credits of nursing research theory and methodology culminate in a master thesis or proposal.

CLINICAL PRACTICE COMPONENT OF CURRICULUM

Clinical practice, providing direct primary care services to individuals and/or families, is a required component of the curriculum. In practice courses, each one credit hour requires four clinical contact hours. These experiences provide the students with opportunities to integrate, apply, and evaluate theory as it relates to practice, and to analyze the role and function of the nurse practitioner as a member of interdisciplinary teams. Practica are established in cooperation with MDs, DOs, and certified NPs as clinical preceptors on a one-to-one basis as well as occasional use of PAs. Practice sites include community clinics, health centers, private practice settings, as well as inpatient and emergency room settings. Contractual preceptor agreements will be maintained with local and regional medical centers and individual health care practitioners for graduate clinical education. Clinical practicum is arranged according to the preceptor and students' schedules.

Remuneration is not permitted while in the student role. It is expected that students will have a variety of preceptors over the course of their educational experience. See Clinical Site Placement Policy.

CLINICAL SITE PLACEMENT POLICY

1. The graduate faculty must approve clinical site placement. The overriding consideration is the preparation of students to take the national certification examination; therefore, students must be precepted in a variety of primary care settings, as well as other experiences.
2. Students will be allowed to stay with the same preceptor up to 4 semesters, as long as their experience is conducive to learning and meets course objectives. Students must submit their request on the preceptor form and indicate the course and total number of semesters the site will be utilized for clinical placement. The preceptor form is subject to approval by faculty and or director.
3. Students cannot accept compensation for clinical practice hours.
4. The majority of clinical placements must be with primary care providers with the exception of Urgent Primary Care Theory & Practicum, Advanced Health Assessment and Clinical Reasoning Theory and Practicum courses, and related specialty experiences. Students may also complete 1-2 credits of clinical hours in an acute care setting with approval of the instructor.
5. Students may have clinical experiences in the system/agency where employed, provided they are functioning in the nurse practitioner student role and approved by the Graduate Program Committee. Students may not be working in the RN role while performing clinical hours.
6. Clinical hours must be dispersed over the semester to support integration of theory and practicum.
7. In some semesters, students may petition to receive approval to be precepted up to 80 clinical hours in an area of special interest or in the setting where they will be employed as a graduate nurse practitioner.

GRADUATE PROGRAM PROGRESSION STATEMENT

Students in the Department of Nursing, Family Nurse Practitioner, Adult Nurse Practitioner, and Adult Psychiatric Mental Health Nurse Practitioner Graduate Program must achieve:

- A. A minimum of a B (5.0 on a 9 point scale) in all required courses
- B. A minimum of a B (5.0) cumulative GPA for graduation

Courses are sequential and each course builds on the previous course. A student may not progress to the next course if less than a B (5.0) is attained in the previous course. If less than a B (5.0) is attained, the course must be repeated. Only one nursing course may be repeated one time, and only one nursing support course may be repeated one time.

PROBATION

Selected applicants may be admitted to the program on a probationary status as determined by the Graduate Program Committee. The probationary status must be removed by the end of the first semester for the student to progress.

EXCEPTIONS

Exceptions to Progression Statement will be determined through the petition process by the Graduate Student Affairs Committee.

Students should consult with the Director of the Graduate Program and the administrative assistant. Students must petition the Graduate Student Affairs Committee for a decision regarding progression. Students have the right to appeal the decision through the SHPS appeal process.

RETENTION

The Graduate Program faculty is committed to assisting students in successful completion of the MSN and DNP program and to addressing the preventable loss of students.

The faculty believes in creating supportive, advisory relationships with students, helping students clarify and achieve professional goals. Inherent in this belief is an emphasis on effective communication that fosters collegiality and promotes performance improvement.

In support of faculty beliefs, we utilize an array of professional, University, and community resources. The low student/faculty ratio is conducive to creative advising and presents important opportunities for socialization, networking, and mentoring. As the program progresses, faculty are finding more ways to ensure a quality master's and doctoral education while considering the needs of each individual student.

Students discontinuing their courses during a semester are first required to contact their faculty advisor and develop a plan of action before resuming their coursework. Students must resume program within one year of interrupted progression.

GRADUATE STUDENT ORGANIZATIONS

PI Delta Chapter of Sigma Theta Tau International

Sigma Theta Tau International, Honor Society of Nursing is dedicated to improving the health of people throughout the world by advancing nursing practice, education, research and leadership. The four major goals identified by the society are:

- Knowledge Development
- Knowledge Dissemination
- Knowledge Utilization
- Resource Development

Pi Delta is one of over 350 chapters located in the United States, Canada, Puerto Rico, South Korea, Taiwan, and Australia. Pi Delta was chartered in 1998. Pi Delta is eligible to induct members from the graduate program who meet the requirements of the society. The student must have a 3.5 GPA (7.0 on a nine point scale), and have completed at least one-fourth of the graduate program. Pi Delta has one yearly induction, usually in April.

Advance Practice Nurses Group-Flint

The Advance Practice Nurses Group-Flint has merged with the Michigan Council of Nurse Practitioners (MICNP) and meets regularly in our area, providing networking and educational offerings, along with current updates on policy and legislation about nurse practitioners in Michigan.

MICNP has clearly delineated goals and objectives as defined by the governing Executive Board and Board of Directors. It looks to serve the NP population by assisting other NP organizations with similar goals and objectives. It is contributing to addressing issues of reimbursement, public policy, prescriptive authority, public awareness and NP image, increasing visibility, improving health care delivery, inclusion in provider panels, and various other goals. MICNP has established group affiliation with the American Academy of Nurse Practitioners.

More information on MICNP can be found online at <http://www.micnp.org>.