

The University of Michigan-Flint
School of Nursing



2017-2018

Graduate Nursing Student
Handbook

2180 William S. White Building
509 N. Harrison St.
Flint, MI 48502-1950

Non-Discrimination Policy Notice

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817

Zero Tolerance Policy

The University of Michigan-Flint (UM-Flint) School of Nursing has a *Zero Tolerance Policy* for acts or expressions of discrimination. Such infractions will lead to expulsion from the program.

Accessibility (ADA) Statement

It is the intent of the School of Nursing to support the full participation of all students in the learning process. To this end, a variety of instruction techniques and evaluation methods are incorporated by faculty in the course process. In spite of these efforts, situations may occur in which the learning style of individual students is not met by the instructional climate.

The University of Michigan-Flint complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should self-identify with Counseling, Accessibility, and Psychological Services (CAPS) as early as possible. The office is located in 264 University Center (UCEN). The web address is <http://www.umflint.edu/caps>. Students are also expected to discuss course accommodations with their professors by the end of the first week of classes or within one week of registering with CAPS.

NOTICE TO STUDENTS

*Programs and requirements may change without being reflected in this handbook.
Students are expected to consult with the School of Nursing to determine the latest information.
This document is meant as a guide for 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 Counseling, Accessibility, and Psychological Services, 264 University Center, (810) 762-3456.

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OVERVIEW OF THE GRADUATE NURSE PRACTITIONER PROGRAM

INTRODUCTION AND HISTORY

The University of Michigan-Flint School 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, graduated the first class of nurse practitioners in that same year.

The University of Michigan-Flint began exploring a Doctor of Nursing Practice (DNP) program in 2005 and admitted its first class in fall 2009. 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.

A post-graduate certificate program as a psychiatric mental health nurse practitioner (PMHNP) for those who are currently certified as nurse practitioners in other population foci began in January 2015.

ACCREDITATION

The baccalaureate, post-graduate certificate, master's, and DNP programs at University of Michigan-Flint are accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu>).

MISSION STATEMENT

The School of Nursing is committed to providing quality education to diverse students in pursuit of excellence in nursing practice, leadership, and scholarship. A student-centered approach and a focus on evidence-based and culturally competent care are the foundations for theoretical and clinical learning experiences. Interprofessional, local, and global partnerships influence our commitment to health and well-being for all people.

SCHOOL OF NURSING PHILOSOPHY

Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching and student success, leadership, and scholarship and culturally competent practice and service to the local and global community. The merging of these qualities (leadership, scholarship, culturally competent practice, and service) will ensure that UM-Flint nursing graduates are prepared for the ever-changing and complex healthcare environment of the 21st century.

Nursing Education Philosophy Statement

The Faculty in the School of Nursing:

1. Believe the BSN degree is the entry level of educational preparation for professional nurses. We believe that preparation for the various roles in nursing requires knowledge of the arts, sciences, and humanities, together with content and processes specific to professional nursing.
2. Recognize that each nursing student has different educational, experiential, cultural, spiritual, economic, and social backgrounds and a unique support system, which are components in effective teacher-learner collaborations.
3. Acknowledge that professional nursing practice requires the acquisition of knowledge, competencies, and values and acceptance of sociopolitical, ethical, and professional responsibilities to advance the profession.
4. Recognize that nursing education requires learning experiences and environments that encompass a multicultural world and reflect the broad interests and concerns of faculty and students and the local and global communities they serve.

5. Believe the faculty prepare students to practice and lead in a rapidly evolving healthcare environment. We support a climate that fosters professional accountability, caring, evidence-based practice, interprofessional collaboration, and lifelong learning.
6. Serve as role models who assist students in developing the core values of UM-Flint Nursing: leadership, scholarship, culturally competent practice, and service.

The Philosophy of the School of Nursing is rooted in the following core values:

Leadership education is threaded throughout the curriculum to assist the movement of nursing students to nursing leaders. These leaders, who innovate, develop, inspire, originate, and challenge the status quo and have a long-term knowledge derived from nursing practice at every level will empower others, facilitate learning, and develop nursing knowledge, working with and through others.

Nursing scholarship is defined by the American Association of Colleges of Nursing as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods.

Cultural competence is a process that nurse educators teach to nursing students and others so they may be prepared to co-participate with clients in planning and providing equal access to care that is culturally congruent with the health and healthcare practices of diverse individuals, families, cultural groups, institutions, and organizations.

Nursing service is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human responses; and advocacy in health care for individuals, families, communities, and populations. Source: American Nurses Association

Sources:

<http://www.aacn.nche.edu/publications/positions/scholar.htm>

<http://www.nursingworld.org>

THE ORGANIZING FRAMEWORK

Guidelines and standards from several professional organizations provide the framework for the graduate nursing programs. The MSN program/curriculum is guided by the following documents: *The Essentials of Master's Education in Nursing* (AACN, 2011); the *Nurse Practitioner Core Competencies* (National Organization of Nurse Practitioner Faculties-NONPF, amended 2012); and *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education-NTF, 2012). MSN program terminal objectives are derived from *The Essentials of Master's Education in Nursing* (AACN, 2011).

The framework for the DNP program is based on *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education-NTF, 2012); the *Nurse Practitioner Core Competencies* (National Organization of Nurse Practitioner Faculties-NONPF, amended 2012); and *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006).

The post-graduate certificate in psychiatric mental health nurse practitioner program (PMHNP) was developed by the faculty consistent with *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006); *Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2012); and the *Psychiatric-Mental Health Nurse Practitioner Competencies* (NONPF, 2003).

MSN PROGRAM AND TERMINAL OBJECTIVES

The MSN program objectives are as follows:

1. The nurse practitioner will demonstrate master's level nursing practice.
2. The nurse practitioner will demonstrate competency in the integration of nursing and related sciences in the delivery of advanced nursing care to diverse populations.
3. The nurse practitioner will demonstrate competency in the area of organizational and systems leadership.
4. The nurse practitioner will demonstrate competence in the area of quality improvement and safety.
5. The nurse practitioner will demonstrate competence in translating and integrating scholarship into practice.
6. The nurse practitioner will demonstrate competence in the area of informatics and healthcare technologies.
7. The nurse practitioner will demonstrate competence in the area of health policy and advocacy.
8. The nurse practitioner will demonstrate competence in the area of interprofessional collaboration.
9. The nurse practitioner will demonstrate competence in the area of clinical prevention and population health.

The MSN terminal objectives are as follows:

1. Practices ethically and assumes full accountability as a licensed independent practitioner applying culturally congruent and the best available evidence from nursing and other sciences as the foundation for practice when assessing, diagnosing, treating, and managing clients, families, populations, communities, and healthcare systems.
2. Integrates nursing and related sciences into the delivery of advanced nursing care to diverse populations.
3. Assumes a leadership role in effectively implementing patient safety and quality initiatives in a practice setting.
4. Leads quality improvement initiatives to promote culturally responsive, safe, timely, effective, efficient, equitable, and patient-centered care.
5. Participates, leading when appropriate, in collaborative teams to improve care outcomes and support policy changes through knowledge generation, knowledge dissemination, and planning and evaluating knowledge implementation.
6. Uses current and emerging technologies in the care environment to optimize patient quality and safety, cost-effectiveness, and health outcomes (Triple AIM).
7. Analyzes and advocates when appropriate how policies influence the structure and financing of health care, practice, and health outcomes.
8. Advocates for the value and role of the professional nurse as a member and/or leader of interprofessional healthcare teams.
9. Integrates clinical prevention and population health in the development of culturally relevant health education, communication strategies, and interventions.

DNP PROGRAM AND TERMINAL OBJECTIVES

The DNP program objectives are as follows:

1. The nurse practitioner will demonstrate competency in the area of independent practice.
2. The nurse practitioner will demonstrate competency in the area of scientific foundation.
3. The nurse practitioner will demonstrate competency in the area of leadership.
4. The nurse practitioner will demonstrate competency in the area of quality.
5. The nurse practitioner will demonstrate competence in the area of practice inquiry.
6. The nurse practitioner will demonstrate competence in the area of technology and information literacy.
7. The nurse practitioner will demonstrate competence in the area of policy.
8. The nurse practitioner will demonstrate competence in the area of health delivery systems.
9. The nurse practitioner will demonstrate competence in the area of ethics and culture.

The DNP 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 healthcare 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 healthcare 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 healthcare systems and healthcare 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

POST-GRADUATE CERTIFICATE PROGRAM AND TERMINAL OBJECTIVES

The post-graduate certification program and terminal objectives are consistent with those of the DNP program.

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/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

For more information, contact:
American Nurses Association
8515 Georgia Ave
Suite 400
Silver Spring, MD 20910
1-800-274-4262

STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

According to the ANA Code of Ethics (2008), nursing students have a responsibility to promote a commitment to professional practice prior to entry of an individual into practice. The education of the students in the UM-Flint School 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. Mutual respect and trustworthiness between faculty and students promote optimal learning. Students are held to standards of academic and professional integrity as outlined in the University of Michigan-Flint *Catalog*, the Graduate Nursing Student Handbook, the ANA Code of Ethics, and any clinical agency policies.

VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

- 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 Plagiarism*** – summarizing a passage or rearranging the order of a sentence and changing some of the words without crediting the source
 - Self-Plagiarism*** – presenting their own previous work as new work
 - Other Forms of Plagiarism*** – 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. Academic dishonesty/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 graded work*** after it has been returned and then submitting the work for re-grading.
 - Allowing another person to do one's work*** and submitting the work under one's own name.

Submitting 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 technology and social media:** Defined as violating the Proper Use of Information Technology as outlined in the University of Michigan-Flint *Catalog*, the Graduate Nursing Student Handbook and/or any clinical agency policy statement. This would include but not be limited to students who post unprofessional remarks, photos, or any patient care-related information or the inappropriate use of any personal, university, or facility technology. Violations will be subject to sanctions which could include dismissal from the nursing program.
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 in the University of Michigan-Flint School 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:

- 1) Carrying out a procedure without competence or without the guidance of a qualified person
- 2) Willfully or intentionally doing physical and/or mental harm to a client
- 3) Exhibiting careless or negligent behavior in connection with the care of a client
- 4) 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:

- 1) Failing to report omission of or error in treatments or medications
- 2) Fabricating patient experiences

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

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

8. **Violations of the Non-Disclosure of Patient, Agency, or Provider/Personnel Identity in Course Work and Scholarly Papers policy** (see Appendix A)
9. **Impaired Student Nurse:** Defined as any student currently admitted who is using, possessing, selling, or

distributing illicit drugs, drug paraphernalia, or alcohol; illegally using, possessing, selling, or distributing any drugs, drug paraphernalia, 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 student.

10. **Other unprofessional conduct:** The commission of a crime, as defined by state or federal laws, or violation of the American Nurses Association Code of Ethics for Nurses.

Reporting Suspected Code Violations: 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. In determining outcomes, the faculty may consult with the Graduate Academic Standards Committee (GASC), the dean of the School of Nursing, or any University or outside resources.

Preliminary Inquiry: The faculty member, the GASC, or dean of the School of Nursing 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 has occurred, appropriate sanctions are determined by course faculty, the GASC, course faculty in consultation with the GASC or with consultation from the dean of the School of Nursing. The student shall be so notified either electronically or in writing of the infraction and sanction. The student will be offered an opportunity to have a hearing pursuant to the procedures outlined under *student grievances*. A Performance Improvement Plan (PIP) will be placed in the student's record after the preliminary inquiry, if it is determined that an infraction has occurred.

SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND 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 is 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 program director, in consultation with the School of Nursing Graduate Nursing Academic Standards Committee (GASC), or other University committees. A violation of this Code may result in one or more of the following sanctions:

1. Oral or written disciplinary warning or reprimand, which may include a Performance Improvement Plan (Appendix B). 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. Requiring a Nursing Dependent/Independent Study course as a requirement of graduation. Any costs or fees incurred are the student's responsibility.
4. Assigning a grade record of no report, Incomplete, lower, or failing grade.
5. Requiring that a course or clinical experience be repeated.
6. Noting misconduct on a student's transcript.
7. Suspension for a specified period or an unspecified period, or with stipulated conditions for readmission to the nursing program.
8. Permanent expulsion from the nursing program.
9. Withholding or rescinding a Master of Science in Nursing, Post-Graduate Certificate, or Doctor of Nursing Practice degree.

**PROCEDURES FOR HANDLING INFRACTIONS OF THE STUDENT CODE OF
ACADEMIC AND 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. The faculty may consult with the program director, the GASC, or any University or outside resources.
2. **Preliminary inquiry and sanctions.** The faculty member, GASC, or program 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, the GASC, and/or the program director, with consultation from the department director. 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 (PIP) 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 GASC shall conduct the hearing. The student shall have an opportunity to appear before the GASC and present his/her case. The student may review all documents considered by the Committee. The student also may present his/her own evidence. 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 and 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 GASC will submit a written report to the course faculty and to the student. The report will include the Committee's factual findings and decision.
4. **Final departmental decision.** The GASC shall make the final decision in a timely manner.
5. **Appeals outside of the School of Nursing.** Any appeal must be in writing and must be submitted to the School of Nursing (SON) Student Appeals Committee. Students should contact the SHPS Dean's Office for its appeals procedure.

HONOR CODE PLEDGE

Upon admission to the UM-Flint nursing program, graduate students are expected to understand and sign the Honor Code Pledge. Signature implies that the student has read and understands the **Student Code of Academic and Professional Conduct** as outlined in the Graduate Nursing Student Handbook.

I have read and understand the Student Code of Academic and Professional conduct and pledge to follow the Code and support the adherence to the code by my fellow classmates.

Name (printed): _____ Signature: _____
UMID: _____ Date: _____

****Note: Please sign, date, and return to the Graduate Nursing Program Academic Advisor***

ESSENTIAL ABILITIES

A candidate for the MSN, DNP degree or post-graduate certificate 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 courses of action. 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.
- 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 clients. 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 healthcare 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.

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 the School of Nursing. In the event of dismissal, the student may appeal this decision by following the Grievance Procedure.

Students admitted to the University of Michigan-Flint nursing programs are expected to demonstrate 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.

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's Certification form and return to the Graduate Nursing Program Academic Advisor.***

PETITION PROCESS

GRADUATE NURSING ACADEMIC STANDARDS COMMITTEE (GASC)

The Graduate Nursing Academic Standards 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 policies if a proposed alternative to a specific requirement is supported by sound rationale.

STUDENT PETITION PROCESS

Nursing students requesting an exception to the policy or a modification of their academic program should consult and file a nursing petition with the Graduate Nursing Academic Standards Committee. Students should contact the graduate nursing academic advisor to obtain the appropriate petition form. Petitions for course waivers/transfers are required to be completed at least a semester before the start of the course. **Courses petitioned in the same semester the course is offered will not be reviewed.** Summer petitions will not be reviewed until the first meeting of the fall semester, depending on the urgency of the petition.

Students are required to file a petition for consideration, but not limited to, the following:

1. Late Add a course(s) past the University deadline
2. Late Drop (withdraw) a course(s) past the University deadline
3. Disenroll (drop all courses) after the semester has ended
4. Repeating a nursing course as the result of a failure or withdrawal
5. Re-enter the nursing program after an interruption of progression in the program
6. Request to modify progression sequence
7. Transfer/waive a required course
8. Sit for the certification exam early (DNP students only)
9. Grade contests

Notification of GASC decisions and any academic or professional disciplinary decisions will be made in writing (letter or email) to the student. Copies are given to the student's academic advisor and placed in the student's file. The terms and conditions imposed upon the student will be expressly stated. The student will be advised to contact his/her academic advisor as soon as possible to develop a plan to overcome any deficiencies.

Process for a Student Appealing a Decision: Students have the right to appeal the Graduate Nursing Academic Standards Committee decisions through the School of Nursing Executive Committee. Students should contact their academic advisor for the appeal procedure. A student's disappointment or disagreement about a GASC decision is not an appealable matter unless the student brings forth new and specific information in support of the grounds for appeal. Grounds for appeal are limited to one or more of the following reasons:

1. There was a material deviation from the procedures that affect the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation and resolution that could reasonably affect the outcome;
3. There was discriminatory, unfair, arbitrary, or capricious treatment in program-level decision;
4. There was failure to accommodate verified disabilities; or
5. There was violation of the SON or University policy

Progression

1. **Ineligible to Register:** The GASC requires that a student withdraw from the nursing program when he/she has failed to meet minimum nursing progression requirements. *Students may not progress in the program after failing a course and must petition the Graduate Nursing Academic Standards Committee to repeat a course.* The student will be offered the opportunity to re-take the course when it is offered again the following year.

The following are grounds for academic dismissal:

- Failure of two or more courses in a given semester
- Failure of more than three courses throughout the program

Prior to re-taking the course, the student will be required to prepare a written plan that addresses 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

Failure of NUR 520 or NUR 604 theory may require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- Participate in the Health Assessment Residency during the semester which the course is being repeated.

Failure of NUR 521 or NUR 605 practicum may require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- Repeat the Health Assessment Residency during the semester which the course is being repeated.
- Complete approximately 6 additional hours of Shadow Health and forward documentation to the Graduate Academic Advisor to be scanned to the student's electronic file.

Failure of NUR 524, NUR 720, or NUR 721 may require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- Enroll in a clinical independent study course during the semester which the course is being repeated.

Failure of NUR 525, NUR 723, NUR 724, or NUR 725 may require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- It is expected the student will maintain clinical competence in order to seamlessly progress in the clinical. Failure to meet expectation may result with student registering for an independent study course and completing additional clinical hours.

GASC will review each failed course separately to determine the course of action. Students are required to complete a petition, attach their plan of action, and submit the form to the graduate nursing academic advisor for 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 email. Copies are placed in the student's electronic 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.

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

The 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 dean of the School of Nursing and University Human Resources Department. For all other grievances/petitions within the School of Nursing, the procedure for filing a grievance/petition is as follows:

1. The student is expected to meet with the individual faculty member(s) to address the concern within 14 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. If the matter is not able to be resolved, the student should initiate an appointment with his/her academic advisor and/or faculty advisor to determine if they wish to file a grievance. Students are expected to follow the proper chain of command in seeking resolution to grievances. Students should consult with the instructor, academic advisor, or faculty advisor to resolve the matter prior to filing a grievance.
3. The student should file a petition with the GASC within 30 days after the incident. 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. **The student may request to have a Formal Hearing.**
4. The GASC will determine the disposition of the grievance and will notify the student if GASC is not the appropriate forum to hear the grievance. 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.
5. The Chair of the GASC shall initiate a Committee meeting in order to review documents submitted and to determine if additional information is needed. The Committee may move the matter to a Hearing or make a decision. Parties to the grievance are notified of their responsibility to submit any additional information. Additional information requested from the Committee must be submitted within 10 working days by all parties.

Formal Hearings: Hearings are scheduled at the request of either a student, a faculty member, or the GASC. The GASC Chair will conduct the hearing. The student shall have an opportunity to appear before GASC and present his/her case. The student may review all documents considered by the Committee. The student also may present his or her own evidence.

Hearing Proceedings:

1. Hearings are closed to the public and confidential. A simple majority of the Committee membership shall constitute a quorum. Parties to the grievance 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 parties. Students who intend to bring a personal advisor/attorney to a hearing must inform the GASC at least 10 working days prior to the hearing. Parties to the grievance are to address Committee members only during the hearing. An audiotape recording may be made of the hearing. The Chair shall conduct the hearing. The Chair shall ensure that the nature of the grievance is 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 may draw from other members of the full-time nursing faculty in order to reach a quorum decision. The Committee shall deliberate in closed session.
2. The Committee decision will be rendered in a timely manner. The final report will include the Committee's factual findings and decision. All parties will be notified of the Committee's decision and their right to an appeal process. The student will be notified by either receipt/read email, certified (return receipt) mail, or both.
3. Once a decision is reached by the Committee, all documentation related to the hearing will be collected and either retained in the School of Nursing or destroyed. Only the original petition and the Committee's decision are placed in the student's file.

DEGREE REQUIREMENTS AND CURRICULUM PROGRESSION

GRADUATE PROGRAM PROGRESSION STATEMENT

Graduate students must achieve the following to progress in the program:

- A. A minimum of an 83% must be maintained in all required nursing courses.
- B. A minimum of a B (3.0) cumulative GPA is required for graduation.

Courses are sequential and each course builds on the following course. A student may not progress to the next course if less than an 83% is achieved. Students who fail to meet the course requirements must repeat the course and petition to progress in the program.

Over the course of the program:

- Post-Graduate Certificate students may only repeat one course one time.
- MSN students can only repeat one nursing course and one nursing support course one time.
- DNP students cannot exceed a total of four course failures. The same course can only be taken a maximum of three times.

PROGRAM REQUIREMENTS

1. All requirements must be completed within seven calendar years from the date a student begins the program.
2. Students must meet the requirements of Progression Statement and achieve a cumulative GPA of 3.0 or above.
3. Students must maintain high standards as defined in the Code of Academic and Professional Conduct.
4. The number of credits to attain a degree will vary depending on your program and track of study.
5. Students admitted to the MSN program may waive/transfer up to 9 hours of graduate credit. Up to 12 hours of graduate credit may be transferred and or waived into the DNP program, if admitted to the BSN-DNP track. DNP students admitted to the MSN-DNP track may transfer and or waive up to 6 hours of graduate credit. Post-Graduate Certificate students admitted to the Psychiatric Mental Health Nurse Practitioner track may waive/transfer NUR 532 only. No other courses will be considered for waiver/transfer.

Transfers and waivers are made in accordance with the policies and procedures of the Graduate Faculty Committee.

PROBATION

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

EXCEPTIONS

Exceptions to the Progression Statement will be determined through the petition process by the GASC.

Students should consult with the director of the graduate programs and the program manager. Students must petition the GASC for a decision regarding progression. Students have the right to appeal the decision through the SHPS appeal process.

RETENTION

The graduate faculty are committed to assisting students in successful completion of the nurse practitioner program and to addressing the preventable loss of students.

The faculty believe in creating supportive, advisory relationships with students and 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 their program within one year of interrupted progression.

CLINICAL REQUIREMENTS

CLINICAL PARTICIPATION REQUIREMENTS

The School of Nursing has established health-related requirements for clinical participation. Healthcare and immunization records are considered educational records and are covered by the Family Educational Rights & Privacy Act (FERPA). FERPA provides two main protections to college students: (1) the right to view their education records and seek to amend them; and (2) the right to prevent disclosure of those records to third parties without the student's written consent. It is the professional responsibility of nursing students to keep all health-related requirements current and submit documentation to the vendor designated by the School of Nursing initially prior to beginning the first clinical course and subsequently on a yearly basis by the required 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).

Physical Examination/Health History: Every clinical student must have a physical examination report and health history on file with the vendor designated by the School of Nursing. Health information is handled confidentially. The report must be submitted on the form provided to students upon acceptance into the program.

CPR Requirement: Every clinical student must be certified in cardiopulmonary resuscitation. It is the responsibility of the student to provide the vendor designated by the School of Nursing with proof of current Healthcare Provider CPR certification. ONLY face-to-face course certification from either the American Heart Association (AHA) <http://www.heart.org/HEARTORG/> Heart Care Provider Course BLS for Healthcare Providers (repeated every 2 years) or the American Red Cross <http://www.redcross.org/> CPR/AED for the Professional Rescuer Course will be accepted. Students admitted to the adult-gerontology acute care concentration must be ACLS certified before attending acute care courses.

Health Insurance: Proof of health insurance must be provided and kept on file with the vendor designated by the School of Nursing. Information regarding the AETNA Student Health Plan is available to University of Michigan-Flint students: www.aetnastudenthealth.com/umich or call (800) 242-3721. The Genesee Health Plan is available for eligible students who live in Genesee County <http://www.geneseehealthplan.org/eligibility--enrollment.html>.

Toxicology (drug screen): All newly-admitted and continuing nursing students will be required to complete a toxicology test prior to their first clinical course. Negative test results must be on file with the vendor designated by the School of Nursing for clinical course enrollment. A positive test can result in removal from clinical and/or dismissal from the program. Students may be subject to random toxicology tests throughout the nursing program.

Tuberculosis (TB) Screening: Initial proof of a negative TB skin test must be provided and on file with the vendor designated by the School of Nursing. The initial TB test must be either a 2-step, verification of 3 consecutive years of negative results of a single TB test, or serum Quantiferon Gold results. 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. Subsequent annual evaluation may be required as determined by the affiliating organization.

Immunizations: Negative titer or proof of required immunizations must be on file with the vendor designated by the School of Nursing along with all other immunization records. Specific instructions will be provided on the immunization form. Proof of immunization or waiver to Hepatitis B is required of all students for entrance into the program. These immunizations may be compulsory at some clinical sites. Students must meet health requirements as mandated by their clinical sites. Check with your physician or local health department for information on where to obtain immunizations.

Influenza: As of January 2007, The Joint Commission issued a standard for accredited organizations requiring influenza vaccine for volunteers (this includes students) who have patient contact. All students must receive an annual influenza vaccine. Waivers will be considered on an individual basis. Clinical site placements may be

impacted based on a student's influenza vaccine status.

Liability Insurance: The University of Michigan System is self-insured. As part of its self-insurance program, it provides medical professional liability for all nursing students while engaged in course(s) required to complete their degree or University-sponsored activity. Students may be required to purchase additional liability insurance if required by the clinical agency. Students may also choose to purchase additional liability insurance.

Annual Health Update: All students are required to confirm their health status annually with the vendor designated by the School of Nursing. In the event that a change of health status has occurred, the student must document this change on the *Health Status Form* and notify the clinical program manager. If this change in health status is accompanied by any restrictions, the *Clinical Release* portion of the *Health Status Form* must also be completed. Refer to the Clinical Release Form (Appendix C) for details.

Registered Nurse/Nurse Practitioner License: A hard copy or verification of a current, unencumbered Registered Nurse license and, if applicable, advanced practice nurse license, must be on file with the designated vendor.

OSHA – Occupational Safety & Health Administration: The University and the School of Nursing observe and enforce all applicable OSHA standards for bloodborne pathogens. The School of Nursing and clinical agencies require annual education regarding these pathogens and the risk of exposure. The School of Nursing utilizes only those clinical sites that comply with OSHA standards for availability of protective equipment against exposure. The School of Nursing reserves the right to limit or curtail a student's clinical opportunities in the event that proof of completion of the annual education on bloodborne pathogens is not completed or submitted.

Medication Administration and Reporting: UM-Flint School of Nursing students, while in clinical settings, will administer medications according to the School of Nursing Graduate Nursing Program Medication Administration and Reporting Policy (see Appendix D).

The Health Insurance Portability and Accountability Act (HIPAA): HIPAA governs the use and release of a patient's personal health information (PHI) also known as "protected health information". It is imperative that all students with any access to a clinical setting comply with HIPAA rules and regulations. This includes understanding HIPAA and training in HIPAA that meets the clinical agency's requirement.

Other Clinical Requirements: Depending on the clinical agency, additional requirements may be required including, but not limited to: valid driver's license and proof of automobile insurance, fingerprinting, means of transportation, etc.

Dress Code: Identification badges provided by the School of Nursing and/or the 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.

Student Exposure Plan: Students who have a bloodborne pathogen or transmission-based exposure while on the clinical unit are to notify their **clinical instructors immediately**. **Clinical faculty will immediately inform lead faculty and the lead faculty will immediately inform the director of graduate affairs**. After the immediate care of the exposure, complete any facility-required documentation. All exposures are to be **immediately** seen in the designated facility department. Michigan law in accordance with OSHA states that students are entitled to the same post-exposure care as employees when in a clinical setting. The UM-Flint Environment Health & Safety Office, (810) 766-6763, should be notified for exposures in clinical locations that do not have their own Employee Health or Occupational Health Office. All student exposures require documentation on University of Michigan-Flint exposure forms which are to be submitted to the director of undergraduate affairs.

Patient Injury/Accident Involving a Student: Reporting of any patient occurrence involving a student or faculty supervising student experiences requires completion of the Performance Improvement Plan form. If the occurrence takes place at a hospital or other clinical setting, also report according to agency policy. The Performance Improvement Plan form must be completed and submitted to the lead faculty within 24 hours. The lead faculty will notify any other appropriate offices including the director of undergraduate affairs.

CLINICAL PRACTICE COMPONENT OF THE CURRICULUM

Clinical practice, providing direct care services to individuals and/or families, is a required component of the curriculum. In practicum courses, each one credit hour requires 56 clinical contact hours per semester. 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. Practicums 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, and private practice settings as well as in-patient and emergency room settings as long as the site is conducive to the students' learning objectives. Contractual preceptor agreements will be maintained with local and regional medical centers and individual healthcare practitioners for graduate clinical education. Clinical practicum schedules are arranged according to the preceptor's and student's 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 below).

CLINICAL SITE PLACEMENT POLICY

1. All clinical practicum hours must be completed in a facility which the University of Michigan-Flint has a contractual relationship. Students must verify with the clinical placement coordinator that there is a contract in place **BEFORE** starting any clinical practicum hours. Also, the clinical preceptor **MUST** be physically present in a supervisory capacity for every clinical hour completed by the student. Unless exceptions have been pre-approved by the clinical faculty.
2. 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 healthcare settings as well as other experiences.
3. In primary care clinical practicums, DNP students will be allowed to stay with the same preceptor for up to 4 semesters; MSN and post-graduate certificate students will be allowed to stay with the same preceptor for up to 2 semesters as long as their experience is conducive to learning and meets course objectives. Students must submit their request on the preceptor form to the clinical coordinator 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. In mental health care clinical practicums, DNP and post-graduate certificate students will be allowed to stay with the same preceptor for up to 2 semesters.
4. Students cannot accept compensation for clinical practice hours.
5. In primary care clinical practicums, the majority of clinical placements must be with primary care providers with the exception History & Physical 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.
6. When adult-geriatric acute care nurse practitioner students (both DNP and post-graduate certificate programs) begin their acute care clinical practicums, all placements must take place in an acute, inpatient facility. The majority should be with providers who see critically ill patients as a part of their job responsibility. No acute care hours may be done with the preceptor in an outpatient or clinic setting.

7. 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 Faculty Committee. Students may not be working in the RN role while performing clinical hours. Adult-geriatric acute care students may only do **ONE** clinical practicum in the hospital where they are employed and it may **NOT** be on the hospital unit where they are employed. If students are employed in a hospital within a health system, they may do additional clinical practicums in other hospitals within the health system where they are employed. Students cannot receive practicum hours during their regular work day at their place of employment.
8. Clinical hours must be disbursed 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 60 clinical hours in an area of special interest or in the setting where they will be employed as a graduate nurse practitioner.

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, and the possible side effects and interactions with other substances, along with the current treatment for the patient's condition according to evidence-based practice guidelines.

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 nurse practitioner at the University of Michigan-Flint. All prescriptions will be personally signed for 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.

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

PROGRAM INFORMATION

APA Format

Papers must be presented in a precise and professional manner. To assist in accomplishing this, the School 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.

Certification Exam

Students (DNP only) who would like to sit for the certification exam early must meet the following criteria:

- Submit petition to take exam early
- Must have completed year three of the program
- Must complete a Fitzgerald course review, including proof of completion, and or complete an approved plan of study
- Must score an 850 on the G-HESI exam

Change of Concentration

Students who request a change of concentration after start the DNP program, must meet the following conditions:

1. Petition GASC within 5 semesters of the program.
2. Re-apply to the program under the new concentration.
3. Student's current GPA must place the student in the statistical at the time of admission to that particular concentration.
4. Approval will also be based upon space available when the above conditions have been met.

Communication

Email listservs 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. The Blackboard Organizations (by cohort) are also used for communication with students.

Computer Literacy

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

Course Waivers/Transfers

1. Course considered for waiver/transfer must have been taken within 7 years of the semester you are submitting the petition.
2. The course must be equivalent to the University of Michigan-Flint graduate course and have current contemporary content.
3. The petition must be submitted within one year of admission to the graduate nursing program at the University of Michigan-Flint.
4. All courses considered must be either masters or doctoral graduate-level courses, depending on the program of admission.
5. All GASC petitions (even those that are not requesting a transfer or waiver) must be submitted to the Academic Advisor by email or fax at least one week prior to the GASC meeting date in order to be considered at that meeting.

Credentials

Students are prohibited from using the DNP, DNP(c) or MSN, MSN(c) credential until their degree has been conferred by the University of Michigan-Flint. Students are also prohibited from identifying themselves as a nurse practitioner until the student has received official documentation from the Board of Nursing.

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 to BSN, RN/MSN, Post-Graduate, 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 School of Nursing and, if required, by the vendor designated by a clinical agency. Data obtained through the criminal background check will be reviewed by the School of Nursing in consultation with legal counsel to ensure compliance with requirements set by the School 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 School of Nursing.

Each student is responsible for costs incurred for CastleBranch.com and the criminal background check.

Departmental Assessment Testing

As part of the accreditation process and in the ongoing effort to maintain excellence of curriculum, the School 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. Graduate 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 School 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.

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.

Hooding Regalia

Students will not be permitted to participate in the hooding ceremony if they have not secured UM-Flint hooding regalia.

Illnesses or Absences

Occurrence of a serious illness, injury, communicable disease, or pregnancy must be reported to the clinical instructor. Students are required to submit the Clinical Release Form (Appendix C) before returning to clinical.

Late Assignments

Late assignments are not routinely accepted and require instructor authorization. Authorization must be requested well in advance, prior to the posted due date. The inability to meet a course requirement by the due date that is directly related to an emergency situation will require supporting documentation. It is the student's responsibility to contact all faculty when course progression may be affected. A GASC petition may be required.

Life-Long Learning

As nurse practitioners, you will need to become life-long learners. This will require you to assume responsibility for your own learning. While the lectures and readings and assignments will give you a basis from which to move forward, in order to completely “own” the concepts in the courses within this program, you will be required to investigate, research, and delve further for more information on topics. The exams (if any, course specific) will be geared toward preparing you for NP certification and may not be a replica of material presented in the lectures nor readings but will be based upon a synthesis and application of the materials represented. As faculty, it is our role to facilitate and stimulate your learning, not to “give” you all that is required for you to pass exams or boards. It is your responsibility to take ownership for this learning. These learning skills will serve you well for the rest of your career.

Online Testing

To maintain test integrity and security, faculty will require students to utilize the online test proctoring service. Students incur the cost of this service.

Program Deferral

Students that defer must return to the program within 2 years and be able to complete their graduate program within 7 years. Students unable to meet the deadline must apply for extension through the Office of Graduate Programs.

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 refer to the *Catalog* on the University website.

Student Records Retention Policy

It is the policy of the School of Nursing to retain all student files after graduation or five years of inactivity. Files of graduates are purged of non-essential documents. 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 Rights and Records”.

Study Abroad

Graduate students must petition to use study abroad clinical hours as part of the clinical course requirement. Clinical hours will not be approved if the student will not be precepted by an approved licensed MD, DO, NP, or PA licensed in the U.S.

The UM-Flint Logo and Seal

The UM-Flint “stamp” is the official logo of UM-Flint. It should appear on all materials distributed outside of the University, unless an exception is approved by the Office of University Relations. All marketing materials created by University departments not working with the staff of University Relations must receive approval from the Office of University Relations prior to printing, posting, or broadcasting information to ensure quality and consistency. For further information, contact University Relations at (810) 237-6570.

GENERAL INFORMATION

COMMITTEES

Student representation on the School of Nursing Graduate Faculty Committee, Graduate Curriculum Committee, and Graduate Nursing Academic Standards Committee is strongly supported by University of Michigan-Flint graduate nursing program faculty.

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.umflint.edu/its/policies>). 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://spg.umich.edu/>) lists some of the SPG policies that are related to information technology.

USE OF TECHNOLOGY AND SOCIAL MEDIA

Any technology, tool, or online space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow University of Michigan-Flint School of Nursing and clinical agency policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or online space or use of social media for work purposes. They are only to be used as they relate directly to patient care or specified agency activities.

- Personal Communication: Any personal business such as cell phone use, texting, email, or Internet use must be done outside of agency clinical areas on the student's personal time.
- Protect Confidential and Proprietary Information: Do not post confidential or proprietary information about patients or other students. Students must still follow the applicable federal requirements such as FERPA and HIPAA in cyberspace. Posting any patient-related information including photographs and videos; responding to a patient's or patient's family website; posting on personal pages any derogatory blogs related to a patient, a patient's family, colleagues, the profession of nursing or nursing care is prohibited and deemed a violation of the Student Code of Academic and Professional Conduct.

Remote Electronic Medical Record Access from Personal Device or Location: Students are not permitted to utilize remote access function for patient information at any hospital or clinical facility from a personal computer. Technical ability to access the system does not imply authorization from the clinical facility or UM-Flint School of Nursing; utilization of this access feature will not be tolerated. The only authorized remote access that is permitted is in the simulation lab under the direct supervision of UM-Flint faculty; this access will be in a test environment with a simulated patient. Any attempt to remotely access a patient's electronic medical record or facility patient information system from a personal computer/handheld device is unauthorized and will be considered immediate grounds for discipline and dismissal from the program. The clinical facility will routinely monitor for any unauthorized attempts. In the event that a violation of this policy occurs, there may be both School of Nursing and clinical site sanctions. Depending on the clinical site, sanctions may include a clinical site not permitting the offending student to participate in any future clinical rotations.

FACULTY ADVISING ROLE

Rationale and Purpose

It is the belief of the graduate nursing faculty at the 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, an advisor will be assigned to a student's cohort. 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, as it relates to the DNP program. 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 yearly to the student's faculty for a summative assessment beginning in the fall of the second semester. The portfolio should include samples of work that illustrate the 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 their advisor. The portfolio will be evaluated in the Advanced Practice Role course during the final semester.

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 professional nursing courses are expected to be typed. Computer labs are available on campus to all enrolled students.

ITS recommends that a laptop or desktop (PC or Macintosh) should have this minimum configuration:

- See course syllabi for up-to-date computer requirements

The School of Nursing recommends the following:

- Printer, scanner, fax
- Webcam
- Headphones and microphone

INTERDISCIPLINARY COMPONENT OF THE CURRICULUM

Reflecting the complex health problems of society and changes in the healthcare 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 program, 6 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 program, 7 credits of nursing research theory and methodology will culminate in a clinical project. Post-graduate certificate students will utilize evidence-based practice research in theory and clinical courses.

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 Student Scholarship for Academic Excellence, the Carl and Sarah Morgan Graduate Student Scholarships, the Emmalyn Ellis Freeman Nurse Practitioner Scholarship, the James A. and Marilyn E. Pemberton Scholarship, the Francine Zick Student Research Fund, and the Frances Ann Frazier Student Travel Scholarship. The *Pi Delta* Chapter of *Sigma Theta Tau* International also has competitive funding for clinical nursing research projects and professional practice scholarships. Information about these and additional scholarships can be found at the following links: <http://www.umflint.edu/graduateprograms/scholarships.htm>; <http://www.umflint.edu/finaid/um-flint-scholarship-summaries>; and <http://www.umflint.edu/nursing/Scholarships>.

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

Office of Financial Aid

University of Michigan-Flint
277 University 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: graduateprograms@umflint.edu

STUDENT ORGANIZATIONS

Pi Delta Chapter of Sigma Theta Tau International

Sigma Theta Tau International, the 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 and is eligible to induct members from the graduate program who meet the requirements of the Society. Students must have a 3.5 GPA (on a 4.0 point scale) and must have completed at least one-fourth of the graduate program. *Pi Delta* has one yearly induction, usually in April.

Advanced Practice Nurses Group-Flint

The Flint Chapter of the Michigan Council of Nurse Practitioners (MICNP) 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 healthcare 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>.

In fall 2014, the UM-Flint Student Nurse Practitioner Chapter of MICNP was formed. Officers were elected and Bylaws were approved.

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 Online Catalog and FLNT-UM-Flint Online 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](#), [UpToDate](#), [AccessMedicine](#), and [Lexicomp](#). Other sources in the UM-Flint Frances Willson Thompson Library allow students to look at the holdings of the Flint Public and Genesee District Libraries. Students can also identify journal subscriptions available at a large number of 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 are 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 by students, faculty, and staff. The cost of search is partially subsidized by the Library.

The Library publishes subject bibliographies, 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. Please 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.

APPENDICES

APPENDIX A

UNIVERSITY OF MICHIGAN-FLINT School of Nursing

Non-Disclosure of Patient, Agency, or Provider/Personnel Identity In Course Work and Scholarly Papers

Policy:

It is the policy of the University of Michigan-Flint School of Nursing that the identity of any patient, agency, or healthcare provider/agency personnel shall not be disclosed within any course work, including verbal or written presentation, assignment, journal, or scholarly paper. Additionally, students will be held to the policy of the institution regarding any removal of printed patient information at clinical agencies. This policy is based upon the Health Portability and Accountability Act of 1996 and the contractual agreements between the university and various clinical agencies used for student clinical placement/clinical experiences.

If any assignment is submitted which breaches confidentiality, the student will be notified of the breach of confidentiality. All breaches will be reviewed to determine if a HIPAA violation has occurred. Any point/grade reduction or sanctions for the breach of confidentiality will be determined by the individual faculty member and/or the Student Affairs Committee of the program for which the student is enrolled.

The *Publication Manual of the American Psychological Association* refers to protecting the confidentiality of research participants. It does not specifically address guidelines related to student papers. Instruction to students to “use the Publication Manual” should be accompanied by specific guidelines for its use/adaptation related to non-disclosure.

Examples of Acceptable Manners of Documentation

	Citation within the paper
<u>Patients</u>	<ul style="list-style-type: none">• Patient A.• Mr. J., the first patient interviewed
<u>Agencies</u>	<ul style="list-style-type: none">• The healthcare agency under study,(Agency 2013)• The policy of the clinical site...(Clinical Agency, 2013)• A Midwest healthcare facility
<u>Healthcare Provider/Personnel</u>	<ul style="list-style-type: none">• C. W., (personal communication, April 30, 2013) as the nurse manager of the unit, related, “It is my perspective...”• Dr. Z., the patient’s primary care provider, stated “I view this disease process as...”(Dr. Z. personal communication, April 30, 2013)

Approved by the full faculty 2/2010

APPENDIX B
UNIVERSITY OF MICHIGAN-FLINT
School 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 (PIP) 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 and Graduate Student Handbooks for possible sanctions. An electronic copy of the Student Handbooks may be accessed at <https://www.umflint.edu/nursing>.

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 PIPs 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 School of Nursing program issue, the matter will be referred directly to the School of 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.

**UNIVERSITY OF MICHIGAN-FLINT
SCHOOL OF NURSING**

Cohort Group:

PERFORMANCE IMPROVEMENT PLAN

Student Name:	UMID:	Nursing Course:
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Check one:

Master of Science in Nursing: Post-Graduate Certificate: Doctor of Nursing Practice:

Category code* (check one):

<input type="checkbox"/> E = Ethical Issues	<input type="checkbox"/> MNM = Medication Near Miss	<input type="checkbox"/> S = Safety
<input type="checkbox"/> P = Professional Conduct	<input type="checkbox"/> MAE = Medication Administration Error	<input type="checkbox"/> O = Other

*Notify lead faculty within 24 hours

Date:	Faculty/Administrator:
Description:	
Contributing Factors:	
Potential Consequences:	
<u>Student</u> Section – 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 Graduate Academic Standards 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 Graduate Student Handbook for possible sanctions. An electronic copy of the Student Handbooks may be accessed at <https://www.umflint.edu/nursing>.

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

Form approved and updated by Nursing Faculty Committee: 5/12/04; 3/7/07; 2/6/08; 9/3/09 revisions: 1/23/10 and 3/19/10; 11/30/16

APPENDIX D
University of Michigan-Flint School of Nursing
MEDICATION ADMINISTRATION AND REPORTING POLICY

PURPOSE: To outline the process to ensure safe medication preparation and administration in the clinical setting.

PROCEDURE:

Distribution of Policy:

- Clinical faculty will review the Medication Administration and Reporting Policy with students each term.
- This policy will be provided to each preceptor with the preceptor packet.

Supervision of Policy:

- Any violation of this policy may result in an immediate course failure and/or dismissal from the program.
- A student's participation in medication administration is left to the discretion of the preceptor.
- The preceptor has the responsibility for supervision of the preparation and administration of medications during the course.
- Medication administration includes preparation, administration, and documentation of each medication. Students are required to use the **"Eight Rights"** and the **"Four Checks"** procedures in the preparation and administration of medications.
- **Eight Rights:** Accurate administration of a medication is ensured by adhering to the **"Eight Rights"** of medication administration. These are: identify the *right patient*; select the *right medication*; give the *right dose*; give the medication at the *right time*; give the medication by the *right route*; ensure the *right documentation*; give for the *right reason*; and assess for the *right response*.
- **Four Checks:** The **"Four Checks"** used to determine the right medication are performed 1) when the drug is removed from the patient's drawer; 2) when the drug is compared with the medication administration record (MAR) or the plan of care; 3) prior to administering, all medications must be checked by either the instructor or designee; and 4) the final check is done at the patient's bedside prior to administration of the medication. Checks may be modified based on the clinical setting. If students have any questions, they should consult with their faculty prior to any administration of medications.
- **Two patient "identifiers"** are used to properly identify a patient prior to administration of any medication. Identifiers include: patient's name, patient's birth date, an assigned identification number (e.g., medical record number), patient's social security number, telephone number, or address. The first three listed are preferred methods for identification. These identifiers are to be compared to the MAR. If a patient is competent, confirmation should occur with the patient.
- Medications that are not in their original containers should have an identifying information label attached with name, dose, and route. If there are any concerns, verification should be done with staff. Unlabeled medications should never be used. Medications are transported to the bedside carefully, keeping them in sight at all times.
- Documentation of medication administration will follow the policy of the clinical facility or community partner.

Reporting of Medication Errors and Near-Miss Errors

- **ALL** medication errors, near-miss errors, or any concerns regarding medication preparation, administration, or documentation are to be recorded on the School of Nursing Performance Improvement Plan (PIP) form that is included in every clinical syllabus.
 - A near-miss error is defined as an error in medication preparation discovered by the instructor prior to administration.
 - For actual medication errors, the nurse assigned to the patient and the Charge Nurse/Nurse Manager will be informed of the event and any necessary institutional forms completed in addition to the School of Nursing PIP.
- Instructors will review the PIP with the student, which will include the student-generated corrective action plan.
- All PIPs must be reported to the lead faculty **within 24 hours of the occurrence**. Any emergency situations or actual medication administration errors would require immediate notification.
- Completed PIP reports should be submitted to the lead faculty within one week of the incident.
- PIP forms are subject to review by the GASC. Further action by the Committee will be considered on a case-by-case basis. Refer to the Student Code of Academic and Professional Conduct in the School of Nursing Graduate Nursing Student Handbook for possible sanctions.