COLLEGE *of* NURSING & HEALTH SCIENCES

VALDOSTA STATE UNIVERSITY

Graduate Student Information

School of Nursing

Valdosta State University

2022

School of Nursing

Graduate Student
Handbook

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The College of Nursing and Health Sciences develops regional leaders for health care excellence.

"No person in the United States shall, on the grounds of race, color, sex, religion, creed, national origin, age, veteran status, or handicap, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established.
(The Board of Regents for the University System of Georgia,
Sec. 401.2, p.1)"

W elcome to the School of Nursing. We want you to enjoy your time at Valdosta State University School of Nursing. If you have questions or problems, the faculty and administration of the College are available to assist you in any way that we can.

This handbook was prepared to assist you during your program of study. It contains policies, procedures, and general information relative to the College of Nursing and Health Sciences. In addition, you are referred to the Valdosta State University Graduate Catalog and the Valdosta State University Graduate Student Handbook for other information.

Best Wishes as you progress through the program.

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Message from the Dean

Welcome to the College of Nursing and Health Sciences at Valdosta State University Whether you are a prospective student, a current student, or an alumnus, please take time to browse the website to learn about our remarkable programs and the achievements of students, faculty members and alumni. The overriding strength of our educational programs, research opportunities, and clinical services lies in the talented and committed faculty members and clinicians at the College of Nursing and Health Sciences.

The goal of the School of Nursing (SON) is to heighten the level of preparation of our graduates making them more employable and marketable in the workforce and enhancing their ability to assimilate into their professional roles. This is accomplished through the creation of a positive, rich student-centered learning environment well-grounded in didactic knowledge coupled with a strong clinical emphasis. All of the programs in the SON share a common theme in giving back to the communities we serve. Our educational focus, therefore, ensures our students will receive the most up to date, contemporary program supported through clinical partners in our community as well as surrounding counties. The College of Nursing and Health Sciences is located in the Health Sciences Business Administration (HSBA) building which contains instructional classrooms, simulation and lab spaces, and collaborative learning spaces that are second to none. The simulation and lab spaces are outfitted with screening, diagnostic, and treatment equipment to help prepare students for clinical practice. The actualization of the Martin and Laura Lynn Miller Clinic will offer an onsite practice setting for our undergraduate and graduate students in the near future.

It is truly an exciting time to be a Blazer at Valdosta State University!

Dr. James C. Pace, PhD, MDiv, RN, FAANP, FAAN
Dean and Professor of Nursing
College of Nursing and Health Sciences
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VSU College of Nursing and Health Sciences Mission and Vision

MISSION STATEMENT

The mission of Valdosta State University College of Nursing and Health Sciences (CONHS) is to educate and prepare outstanding healthcare professionals who are committed to meeting healthcare needs of local and global communities through dedicated service, advocacy and continued professional development.

VISON STATEMENT

To improve, transform, and sustain health and well-being through innovative teaching and learning, expert clinical practice, research, community service, and social action.

VSU Core Values

The College of Nursing and Health Sciences develops regional leaders for health care excellence. Our core values integrate the Blazer Creed with Excellence & Success.

Civility – a Blazer shows courtesy and compassion, as well as respect, for the dignity of every human being.

Integrity – each Blazer is responsible for his or her own actions, and our community is stronger when we contemplate the context of our decisions and uphold the principles of trust and honesty.

Citizenship – each Blazer has an interest in the community and, therefore, a duty to stay informed to make positive contributions and to support those who need help.

Excellence – each CONHS Blazer is dedicated to creating a culture where transformation is embraced and reflected in evidence-based teaching and learning and is achieved by both faculty and students. All stakeholders value and benefit from exemplary scholarship, service, teaching, and practice.

Success – each CONHS Blazer pursues growth through life-long learning, goal attainment, and collaborative partnerships among all stakeholders who serve to optimize the health of the region.

Information and Overview

THE VSYOU DIFFERENCE

Our Doctor of Nursing program allows students to choose from three tracks: the BSN to DNP with a concentration in Family Nurse Practitioner, the DNP/MBA dual degree, and the post-master's Doctor of Nursing Practice. The BSN to DNP program uses a hybrid model during master's level course work consisting of 4-5 weekend class meetings during the semester with doctoral courses offered solely online. The DNP/MBA and DNP courses are offered through an online model. The Post-Master's DNP is open to all APRNs.

Our Master's of Science in Nursing and Post-Master's Certificate programs allow students to choose from two advanced practice nursing tracks: Family Nurse Practitioner (FNP) and Family Psychiatric Mental Health Nurse Practitioner (FPMHNP). The program is a hybrid model which consists of 4-5 weekend class meetings during the semester and the FPMHNP courses are offered solely online. Our master's programs and post-master's certificates are approved by the Georgia Board of Nursing and accredited by the CCNE, Commission on Collegiate Nursing Education.

WHAT STUDENTS WILL LEARN

Students take a common core that includes Advanced Pathophysiology, Advanced Health Assessment, Advanced Pharmacology and Advanced Evidence-Based Practice. Students also participate in objective structured clinical examination (OSCEs) experiences, synthesizing and applying the clinical and academic dynamics of advanced nursing practice education. At the MSN and Post-Masters Certificate level an Exit Exam is utilized to demonstrate successful program completion.

Doctoral students expand upon the master's level competencies and prepare nurses in the areas of scientific underpinnings for practice, informatics, organizational and system leadership, clinical prevention and population health, evidence-based practice, health policy, interprofessional collaboration and advanced nursing practice. Doctoral students complete a DNP project to demonstrate an analytical approach to programmatic, administrative, policy or practice issues in a format that supports the synthesis, transfer and utilization of knowledge.

CAREERS
- **Doctor of Nursing Practice**
- **Family Nurse Practitioner**
- **Family Psychiatric Mental Health Nurse Practitioner**

Doctor of Nursing Practice (DNP) Objectives

1. Present opportunity for seamless transition to advance nursing practice and leadership.
2. Prepare advanced practice nurses for an increasingly complex practice, education, and leadership role.
3. Improve the quality of healthcare by advancing nursing education through evidence-based practice and quality improvement initiatives.
4. Prepare advanced practice nurses with communication skills to foster intra- and inter-professional teams in consulting and collaborating to enhance patient outcomes, including vulnerable populations, and to create change in complex healthcare delivery systems in response to local, regional, and/or global community needs.
5. Prepare to develop, integrate, synthesize, and evaluate scientific underpinnings for advanced nursing practice in the DNP role.
6. Synthesize system theories, health economics, and ethics resulting in improved quality and health outcomes.
7. Critically appraise research findings to design, implement, and evaluate evidence-based practice that result in safe and effective culturally competent clinical outcomes for individuals and populations in the DNP role.
8. Employ information systems and patient care technologies, applying ethical, regulatory, and legal principles, to facilitate system interoperability and transform patient care to maximize healthcare outcomes.

DNP Program Overview

PROGRAM TRACKS:

1. BSN to DNP with concentration in Family Nurse Practitioner (FNP)
2. Post-Master's Doctor of Nursing Practice (Post-Master's DNP)
3. DNP/MBA dual degree

The **BSN to DNP** track offered at VSU is a 10-semester, 81 credit hour program of study that is a pathway for students who have completed their Bachelor of Science in Nursing degree and desire to complete their MSN and DNP degrees. The track offers a seamless transition to obtaining both the FNP and the DNP. Full time BSN to DNP students in the nurse practitioner track normally take between 6 and 12 credit hours each term. The program is planned using a hybrid format with in-class meetings on weekends approximately once a month during the semester and the balance of coursework on-line. The online format for the doctoral courses, allows APRNs the flexibility to continue their education while working and following the guidelines of the AACN Essentials. The DNP graduate is prepared and equipped for advanced nursing practice and leadership in an increasingly complex health system following the guidelines of the AACN Essentials.

The BSN to DNP offers a MSN opt-out option at Semester 7 for those students desiring certification upon the completion of the MSN degree requirements. Upon the opt-out declaration, the student will be granted provisional status admission into the Post-Master's DNP until certification is acquired by examination through the certifying body of the student's choice. If a

student chooses to exercise this option, they may continue their doctoral studies the semester immediately following graduation from the MSN program if requested two semesters before graduation. If a student opts out of the BSN to DNP program to receive the MSN-FNP degree, they have three (3) years to return to complete the DNP program requirements without academic penalty.

The **Post-Master's DNP** track offered at VSU is a 5-semester, 38 credit hour program of study. The DNP program prepares graduate Advanced Practice Registered Nurses (APRNs) for leadership roles in an increasingly complex healthcare system utilizing evidence-based practice to design, implement, and evaluate change for improved health outcomes. With its online format, the Post-Master's DNP option allows APRNs the flexibility to continue their education while working and following the guidelines of the AACN Essentials.

The **DNP/MBA** dual degree is offered through collaboration with the Langdale College of Business. The program will consist of 15 MBA credit hours in combination with 15 credit hours of the DNP program of study, both given in an online format. The DNP program is currently 38 hours (5 semesters), and the MBA is 15 hours (with the dual program). The DNP/MBA students earn six hours of electives in the College of Business and continue after the DNP degree is confirmed for an additional nine hours of coursework in the College of Business to earn the MBA.

DNP Project Overview

The Valdosta State University School of Nursing Doctor of Nursing Practice (DNP) degree program may require students to obtain preceptor and advanced field experience sites in their local area. Students, with faculty support, are responsible for the selection of the DNP Project focus and are expected to identify a potential change in practice. Students are required to design, implement, and evaluate the effect of the change in practice on patients, patient populations, or health systems. The DNP Project is used to demonstrate the student's ability to translate scientific evidence for clinical practice. The DNP Project provides students opportunities to examine structures and processes encountered in clinical practice that interfere with the effectiveness of health services. The project demonstrates the skills and competencies needed to implement evidence-based practice (EBP) and establishes the foundation for future evidence-based clinical practice scholarship. The design and implementation steps begin with the identification of a clinical problem at the student's selected clinical site. This is followed by the completion of an integrative review of literature in search of an intervention found to be effective in research studies to address or mitigate the clinical problem. These first two steps occur early in the EBP process. The next step involves developing a plan for project implementation. There are many steps involved with planning and design. A theory and model guide the EBP project. In order to ensure success in the DNP project experience the student must follow the delineated process in completing the project as identified in the BSN to DNP Project Milestone and Timeline or the Post-Master's Projected Milestones and Timeline, and the Final DNP Project Evaluation Form (See Appendices F, G, and H as well as the Graduate Clinical Handbook).

Throughout the DNP program, students will demonstrate expert nursing leadership behaviors and professional collaboration in completing the DNP Project. Students, in consultation with their Chair, are responsible for writing the DNP Project Proposal, preparing and submitting IRB proposals as indicated,

completing the DNP Project Report, and preparing a Project Executive Summary for the DNP Portfolio. The culminating products include but are not limited to a DNP Project Presentation. Students in both BSN to DNP and Post-Master's options will provide a presentation to faculty and peers which may be completed on-campus or through synchronous video-conferencing technologies. See the DNP Project Documents (Appendices E-J) for further direction.

The DNP curriculum, including the development and implementation of the EBP project, is based on the AACN Essentials for Doctoral Education for Advanced Practice Nursing (AACN, 2006). The EBP project also demonstrates achievement of the VSU School of Nursing DNP Program Outcomes.

Examples of DNP Capstone Projects

Projects are designed based on a student's own unique interests and expertise. Students design a project which incorporates their master's level specialty area. All projects have clinical or patient outcomes regardless of specialty area. Examples of potential DNP Projects include but are not limited to:

- evidence-based intervention or change initiative,
- program evaluation, pilot study
- evaluation of a practice model,
- consultation project,
- research utilization project,
- policy initiative.

DNP Practice Experience Hours Overview

The DNP degree is a clinical doctorate which requires the completion of 1000 post-baccalaureate practice experience (PE) hours as stated in The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006). The hours must be completed in a healthcare setting prior to degree conferral. VSU's Post-Masters DNP program requires that each applicant provides sufficient and accurate evidence of the completion of 500 supervised hours achieved post-baccalaureate prior to program admission. While enrolled in the DNP program, the remaining 500 supervised hours will be completed. BSN to DNP students complete 715 PE hours during the family nurse practitioner practicum courses and the remaining 500 supervised hours are completed during DNP coursework. Student clinical practice experiences involve a comprehensive, deliberate approach to planning, designing, implementing, evaluating and disseminating evidence-based practice. DNP Practice experiences can be:

- Synthesis experiences completed within courses that contribute (a) to meeting the DNP Essentials and (b) to the design of the DNP project and contribute to a student's further development as an expert.
- Immersion experiences in which students engage in activities specific to patient populations relevant to their project.
    - o Direct care clinical experiences may be required for further refinement of the student's skill and knowledge in clinical settings and completion of the DNP Project. For direct care experiences, preceptors must complete the qualifications for graduate nursing preceptors as noted above.

Courses with Practice Experience Hours

Courses which include practice experience hours contributing to the major steps in the project planning, analysis, synthesis, implementation, and evaluation are NURS 8310, NURS 8313, and NURS 8314; however, knowledge and skills gained in other courses contribute to the project as well. Practice experience hours logged in the noted courses are as follows: NURS 8316, 100 hours; and NURS 8318, 400 hours over 2 semesters.

DNP Project Team:

The DNP Project is directed by a DNP Team who works with the student to create relevant protocols which enhance the delivery of quality health services and improve health outcomes for diverse patient populations. The team consists of a minimum of two faculty members, the DNP Chair and the DNP Project Second. An additional member of the team, a Content Expert, is optional, or in the case a Graduate Faculty Representative is not appointed, the Content Expert may serve as the second member of the team.

a. **DNP Chair** - The DNP Coordinator assigns each student a DNP Chair. The DNP Chair is a full time, CONHS tenure-track faculty member who is considered an expert in the student's area of scholarly effort (or will support the student in finding such an expert) and will remain an advisor to the student through graduation unless a change is sought by the student or is necessary due to a change in faculty circumstances.

   The DNP Chair not only assists the student as a primary academic advisor in completion of their program but also has the following responsibilities in assisting the student to complete the DNP project:
   i.   Leading the DNP Team to guide the focus and methods of the DNP project from planning through evaluation;
   ii.   Overseeing and approving accurate completion of Typhon clinical hours and portfolio by the student;
   iii.   Communicating with the student's Preceptor or Facilitator to ensure student and project are progressing as expected and to troubleshoot problems;
   iv.   Working with the DNP Team to evaluate the proposal and the finished project.

b. **DNP Project Second** – is a full time, CONHS faculty member who will provide expertise as the student identifies experiences relevant to the DNP project. The Project Second will work with the student's Chair, as needed, to guide the focus and methods of the project and assist in evaluation of the proposal and finished project report. The Project Second should be experienced in the DNP Project area of focus and should assist the student and Chair to determine a Content Expert, as needed. DNP Project Seconds should be identified by the first or second semester of their first program year (First Fall or Spring).

c. **DNP Community Content Expert** - Students, with the guidance of the DNP Chair and Second, may select a content expert to support the completion of their DNP Project, if needed. The Community Content Expert provides specialized expertise to support students with content specific support, insights and/or networking opportunities. The Content Expert does

not have to be a full time, CONHS tenure-track faculty member but must hold a graduate degree. This member of the student's DNP team must be selected by the end of the second semester of the first program year (Spring 1).

Once the project has been discussed and approved by all project team members, the DNP Project Proposal Approval Form (Appendix E) must be completed and uploaded into the designated platform with the final signed copy forwarded to the Program Coordinator. If there is a change in project team membership, then an amended document must be signed and submitted to the Chair /Program Director for approval.

Students will provide contact information to all members and chair of the project. It is the student's responsibility to maintain communication with the project team based on course objectives and implement project team feedback into the scholarly project. The feedback received on the review of literature, methods, results, evaluation, interpretation of data, etc. is to be uploaded by the student into the designated platform.

Project Team Responsibility

Project team members will represent and expand upon area of interest. They will guide the student's project in collaboration with the faculty chair of record. They will provide timely feedback as determined by the Project Team Chair on course documents, project plan, and interact with other project members as needed. Project team members will provide feedback on paper assignments manually or through track changes in Microsoft Word and return to students to upload in the designated platform with changes made. Project team members agree to allow publication of documents. Project team members will be present in person or via video conferencing at a mutually pre-confirmed time for the final scholarly project presentation.

DNP Project Presentation

Students must formally present their DNP project to the project team and public. The DNP project presentation should be scholarly and provide highlights of the project. Presentations can be done either via video conferencing or in person. Students will submit the final printed/electronic version of the presentation and project to the project team chair prior to the presentation. The Final DNP Project Evaluation Form will be completed by the project team after the presentation and the student made aware of the status. This form will be uploaded by the Chair or full- time faculty member into the designated platform.

Institutional Review Board:

Students are expected to protect human participants and disseminate the results of their DNP Project through professional presentation or manuscript. Therefore, students, in consultation with their DNP Chair, should plan early submission of their project protocol to the VSU Institutional Review Board (IRB). During the DNP Proposal course NURS 8316, the instructor will familiarize students in how to complete the exempt or expedited form located on the VSU Research Compliance website. Students will complete these forms, in consultation with their DNP Chair,

who will be listed as the "Faculty Lead." Within the IRB, the protocol will be listed under the DNP Chair's name and the student's name. The student must have VSU IRB approval prior to collecting project data. The agency in which students are completing the project may also require that its IRB review the protocol prior to implementation.

Manuscript Author Guidelines

Students who choose to disseminate their work through manuscript publication submission or oral/poster presentation at a professional conference are encouraged to do so and must follow the International Committee of Medical Journal Editors authorship guidelines found at: https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/ and any additional author guidelines required by the journal's publisher.

DNP PROGRAM ADMISSION

Admission to the DNP program is competitive. Applications are available online and made through the Graduate School, located at 903 North Patterson Street, phone 229-333-5694. The School of Nursing admits students into the DNP program each Fall semester. The admission policy of the School of Nursing Graduate Program is congruent with the admission policy of Valdosta State University. All admission application materials must be received by May 15th for admission consideration to the Fall cohort.

BSN to DNP

To be considered for admission to the Doctor of Nursing Practice Program, an applicant must have:

1. Online Graduate Application
   - Application Fee (credit or debit card and e-checks accepted)
   - Apply Online
2. Bachelor of Science in Nursing (BSN) from a regionally-accredited institution
   - Transcripts must include certification that the applicant has received a bachelor's degree in nursing from a regionally accredited institution and state a calculated cumulative GPA.
   - A cumulative GPA of 3.0 on a 4.0 scale from a BSN program is required.
   - Official transcripts from the B.S.N.-granting college/university and from any graduate coursework.
   - Transcripts of coursework completed in-residence at VSU will be obtained by the Graduate School
   - Official international transcripts must have a foreign course-by-course credential evaluation by an independent evaluation service that is a member of the American Association of Colleges of Nursing (AACN).
3. Evidence of a valid, current, unencumbered R.N. license
   - Applicants may upload a copy of their license to fulfill this requirement or a print-out from your state's licensing body website documenting the valid and current license

4. Three (3) letters of recommendation
   - Three (3) letters of recommendation from individuals knowledgeable of the applicant's professional, intellectual, and academic abilities.
   - If graduated within the last five years, one of the three letters must be from one of the applicant's professors.
   - Letters must be accompanied by the required form or submitted through the online recommendation system.
   - https://www.valdosta.edu/academics/graduate-school/forms/general-recommendation-form.pdf
   - Please enter the name and email of your recommenders as you complete the application. They should receive an email inviting them to complete the recommendation after that. If they do not receive the email (or find it in their spam folder), they may submit their recommendation as an email attachment to gradschool@valdosta.edu. The General Recommendation Form can be used if the email from the online recommendation system does not arrive.
5. A Current Vitae or Resume
   - A current vitae or resume including education, work experience and professional development, professional and/or community activities, and research and publications
6. Career Goal Statement
   - One- to two-page paper addressing career goals related to advanced practice nursing and the attainment of the D.N.P.
7. Interview
   - Applicants will be required to participate in an interview with a standardized rubric-based evaluation tool. The department will contact applicants for interview information.
8. VSU Medical Form
   - https://www.valdosta.edu/administration/student-affairs/student-health/forms/medical-forms.pdf
   - The form must be completed and signed by the student/applicant.
   - This form must be received prior to enrollment, NOT prior to admission.
   - Applicants who are currently enrolled, and those who attended VSU in the past, are not required to resubmit the Medical Form
9. Verification of Lawful Presence
   - For applicants who believe they qualify for in-state tuition or a residency waiver.)
   - This is not required for individuals who do not qualify for in-state tuition or a residency waiver.
   - This must be received prior to enrollment (if applicable), NOT prior to admission.

- Citizenship documentation is needed for any applicant who wishes to be considered for in-state tuition.
- Complete list of accepted documents and information on residency

INTERNATIONAL APPLICANTS

This is a hybrid program. Non-resident tuition will be assessed for anyone who does not qualify for Georgia residency. Please review the information below for specific information and guidelines for students who were educated outside the U.S. or whose native language is not English.

Test of English as a Foreign Language (TOEFL) Exam – Applicants whose native language is not English (based on country of citizenship) must submit official scores on the TOEFL exam with a minimum of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test. International applicants whose first language is not English but who have earned a bachelor's degree or higher from a U.S. institution may be exempt from the TOEFL requirement.

Evaluation of International Transcripts - Official international transcripts must have a course-by-course credential evaluation by an independent evaluation service that is a member of the American Association of Colleges of Nursing (AACN).

IMPORTANT PROGRAM INFORMATION

This is a hybrid program. Non-resident tuition is assessed for all courses if you do not qualify for Georgia residency.

MSN Opt-out option: The BSN-DNP Program with MSN Opt-Out consists of 7 semesters, 59 credit hours, and 715 clinical hours. The MSN Opt-Out allows students to exit the curriculum at a specified point, obtaining an MSN degree with an FNP concentration and enabling exploration of the field before returning to complete the remaining 3 semesters of the DNP degree. Students who choose the MSN Opt-Out will have 3 years to re-enroll in DNP coursework.

Unless otherwise indicated above, all required documents must be received on or before the admission deadline for your file to be reviewed. It is the applicant's responsibility to allow adequate time for document delivery and to ensure receipt of documents. Please allow at least 7-10 days for delivery by mail.

Post-Master's DNP

To be considered for admission to the Post-Master's Doctor of Nursing Practice Program, an applicant must have:

1. Online Graduate Application
   - Application Fee (credit or debit card and e-checks accepted)
   - Apply Online

2. A Master of Science in Nursing (MSN) from a regionally-accredited institution.
   - Transcripts must include certification that the applicant has received a master's degree in nursing from a regionally accredited institution and state a calculated cumulative GPA.
   - A cumulative GPA of 3.0 on a 4.0 scale from a master's degree in nursing program is required.
   - Official transcripts from the M.S.N.-granting college/university and from any graduate coursework. Transcripts from undergraduate institutions are not required.
   - Transcripts of coursework completed in-residence at VSU will be obtained by the Graduate School
   - Official international transcripts must have a foreign course-by-course credential evaluation by an independent evaluation service that is a member of the American Association of Colleges of Nursing (AACN).

3. Evidence of a valid, current, unencumbered A.P.R.N. license and certification
   - Applicants may upload a copy of their license to fulfill this requirement or a print-out from your state's licensing body website documenting the valid and current license
   - Applicants may upload a copy of their certification to fulfill this requirement or a print-out from your certifying body's website documenting the valid and current certification.
   - Must have current advanced practice nurse certification as a nurse practitioner, clinical nurse specialist, nurse anesthetist, or certified nurse midwife.
   - Must be actively practicing as an APRN with an unencumbered APRN license

4. Clinical Hour Certification
   - Required Verification of Graduate Clinical and Practice hours for PM-DNP students. This verification is a certified document from a master's program to include clinical hours completed (500 hours minimum required).
   - Your Master's program must complete the linked document to certify the number of clinical hours completed (500 hours minimum required). https://www.valdosta.edu/academics/graduate-school/documents/dnp-clinical-hours-verification.pdf

5. Three (3) letters of recommendation
   - Three (3) letters of recommendation from individuals knowledgeable of the applicant's professional, intellectual, and academic abilities.

- If graduated within the last five years, one of the three letters must be from one of the applicant's professors.
- Letters must be accompanied by the required form or submitted through the online recommendation system.
- https://www.valdosta.edu/academics/graduate-school/forms/general-recommendation-form.pdf
- Please enter the name and email of your recommenders as you complete the application. They should receive an email inviting them to complete the recommendation after that. If they do not receive the email (or find it in their spam folder), they may submit their recommendation as an email attachment to gradschool@valdosta.edu. The General Recommendation Form can be used if the email from the online recommendation system does not arrive.

6. A Current Vitae or Resume
    - A current vitae or resume including education, work experience and professional development, professional and/or community activities, and research and publications
7. Career Goal Statement
    - One- to two-page paper addressing career goals related to advanced practice nursing and the attainment of the D.N.P.
8. Interview

    - Applicants will be required to participate in an interview with a standardized rubric-based evaluation tool. The department will contact applicants for interview information.
9. VSU Medical Form Distance Learning Exemption

    - https://www.valdosta.edu/administration/student-affairs/student-health/forms/immunization-exemption.pdf
    - The form must be completed and signed by the student/applicant.
    - This form must be received prior to enrollment, NOT prior to admission.
    - Applicants who are currently enrolled, and those who attended VSU in the past, are not required to resubmit the Medical Form

10. Verification of Lawful Presence
For applicants who believe they qualify for in-state tuition or a residency waiver.
    - This is not required for individuals who do not qualify for in-state tuition or a residency waiver.
    - This must be received prior to enrollment (if applicable), NOT prior to admission.
    - Citizenship documentation is needed for any applicant who wishes to be considered for in-state tuition.
    - Complete list of accepted documents and information on residency.
      https://www.valdosta.edu/academics/graduate-school/residency-information.php

IMPORTANT PROGRAM INFORMATION

This is a fully online program open to both residents and non-residents. Students may have a project defense face-to-face at the end of the program.

INTERNATIONAL APPLICANTS

This is a fully web-based program. Student visas cannot be issued for programs that are fully online. Please review the information below for specific information and guidelines for students who were educated outside the U.S. or whose native language is not English.

Test of English as a Foreign Language (TOEFL) Exam – Applicants whose native language is not English (based on country of citizenship) must submit official scores on the TOEFL exam with a minimum of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test. International applicants whose first language is not English but who have earned a bachelor's degree or higher from a U.S. institution may be exempt from the TOEFL requirement.

Evaluation of International Transcripts - Official international transcripts must have a course-by-course credential evaluation by an independent evaluation service that is a member of the American Association of Colleges of Nursing (AACN).

Unless otherwise indicated above, all required documents must be received on or before the admission deadline for your file to be reviewed. It is the applicant's responsibility to allow adequate time for document delivery and to ensure receipt of documents. Please allow at least 7-10 days for delivery by mail.

Types of Admission

Please refer to the Valdosta State University's Graduate Catalog for information on types ofadmission, including probationary, non-degree, and transient admission.

Foreign students are required to pass the Test of English as a Foreign Language (TOEFL). See theGraduate Catalog for minimum acceptable scores.

Master's of Science in Nursing (MSN) and Post-Master's Objectives

1. Synthesize knowledge from a variety of evidence (conceptual models and theories from nursing and related disciplines, practice wisdom and ethics) in advanced nursing practice.

2. Employ scientific inquiry and other ways of knowing to validate, refine, and develop knowledge relevant to advanced nursing practice and the delivery of healthcare services.

3. Effect health policy and promote change through leadership, innovation, and management expertise.

4. Practice advanced nursing in collaborative relationships across disciplines and with communities.

5. Demonstrate healthcare informatics literacy within the context of advanced nursing practice.

6. Promote culturally competent systems that reflect the global context of health.

7. Implement strategies for ongoing personal and advanced professional development through professional involvement, lifelong learning, and fostering an appreciation for doctoral study.

MSN and Post-Master's Certificate Program Overview

The MSN and Post-Master's curriculum is designed to prepare professional registered nurses for advanced practice (APRN) roles as defined by the AACN Master's Essentials. All MSN students are required to take advanced pathophysiology, advanced health assessment, and advanced pharmacology courses in accordance with the AACN guidelines. Full time graduate students in the MSN and Post-Master's Certificate programs normally take between 6 and 12 credit hours each term. The program is planned using a hybrid format with in-class meetings on weekends approximately once a month during the semester and the balance of coursework on-line.

MSN Program:
The MSN program offers the following tracks:
1. Family Nurse Practitioner (FNP)
2. Family Psychiatric Mental Health (FPMH)

Post-Master's Certificate Program:
The Post-Master's Certificate program offers the following tracks:
1. Family Nurse Practitioner (FNP)
2. Family Psychiatric Mental Health (FPMH)

MSN PROGRAM ADMISSIONS

Admission to the MSN and Post-Master's certificate programs is competitive. The School of Nursing admits students into MSN and Post-Master's Certificate programs each Fall and Spring semesters. The application is available online through the Graduate School. All admission application materials must be received by May 15th for admission consideration to the Fall cohort and by November 15th for consideration in the Spring Cohort. To be considered for admission to the MSN, an applicant must have:

To be considered for admission to the Master of Science in Nursing, an applicant must have

1. Graduated from a NLNAC-accredited or CCNE-accredited Bachelor of Science in Nursing program.
2. A GPA of 3.0 or higher on a 4.0-point scale.
3. Evidence of valid (current unencumbered) licensure as a registered nurse.
4. Three letters of recommendation from persons whose observations of the applicant's character and abilities are current. Letters of recommendation must be accompanied by the required General Graduate Recommendation Form.
5. VSU Medical Form.

POST-MASTER'S CERTIFICATE ADMISSIONS

In addition to the MSN admission criteria listed above, applicants who have a Master's Degree in Nursing and graduated with at least a 3.0 GPA may be admitted to the department's Nurse Practitioner (FNP or FPMHNP) Post-Master's Certificate Program. Because these certification programs utilize past learning experience to satisfy some course requirements, programs of study are highly individualized and tailored to the needs of the students. Therefore, the applicant must meet with either the School of Nursing's FNP or FPMHNP Program Coordinator's tocomplete a gap analysis (Appendix D) and design a program of study for post-master's requirements. Out-of-state applicants should become familiar with their state's regulationsgoverning distance accessible programs.

Types of Admission

Please refer to the Valdosta State University's Graduate Catalog for information on types of admission, including probationary, non-degree, and transient admission.

Foreign students are required to pass the Test of English as a Foreign Language (TOEFL). See the Graduate Catalog for minimum acceptable scores.

ADMISSION, PROGRESSION, & GRADUATION
(BSN-DNP, Post-Master's DNP, MSN, Post-Master's Certificates)

Transfer Credit

Courses considered for transfer credit must: (1) be no more than 5 years of age at the time of admission, unless otherwise approved by the program; (2) be earned at an institution that is regionally accredited; (3) be graduate-level courses, appropriate to program; and (4) not exceed specific program limitations on total number of hours. A maximum of 9 credit hours of doctoral or master's level nursing credits may be applied to the DNP and MSN programs, respectively. All transfer requests are subject to approval by the Associate Provost for Graduate Studies and Research. The Graduate Catalog can be found at http://catalog.valdosta.edu/graduate/.

To remain in good standing students must:

Attain a minimum grade of "B" in each nursing course; and maintain a cumulative GPA of 3.0 or higher for all graduate courses. Students receiving two grades of "C" or below ("D," "F," "WF," or "U") will be dismissed from the program.

In addition, students must present and maintain documentation of:
1. Unencumbered RN/APRN Nursing license.
2. Current physical examination by a licensed health care provider affirming that they are free from communicable disease and able to function safely in a clinical environment.
3. Vaccination, immunity or exemption for:
    a. Measles, Mumps and Rubella,
    b. Tetanus toxoid,
    c. Hepatitis B vaccination,
    d. Varicella titer,
    e. TB (students should receive TB screening annually for students with negative test). Accepted tests include:
        i. a single blood assay for M. tuberculosis (BAMT) TB blood test (QFT-GIT or T-Spot) or 2 step tuberculin skin tests (TST) or Chest X-ray followed by a Symptom check list annually
4. Drug testing as required by affiliating clinical agencies.
5. Maintain current certification through a recognized Healthcare Provider CPR program.
6. Maintain current student Nurse Practitioner malpractice insurance with minimum coverage of $1,000,000/$3,000,000.
7. Maintain current health insurance. See the **HEALTH AND ACCIDENT INSURANCE** section of this document for further information.

Proof of all progression requirements are due the first-class day of each TERM.

Students in the MSN program, Post-Master's Certificate program, and the BSN TO DNP track must successfully pass a comprehensive or standardized examination in the Advanced Nursing Practice: Capstone course. Students who are unsuccessful on the second attempt of the comprehensive exam will receive an incomplete (I) in NURS 7590 and will need to re-take NURS 7590 and remediation as identified by the course instructor and the graduate nursing director.

Remediation can include a plan of study, documentation of student success center mentoring, and documentation of completion of a NP Certification review course. In the event of a failure on the 3rd attempt of the exit exam, students will receive an F in NURS 7590 and be required to take remediation course(s) as well as re-take the Capstone course at their own expense. The remediation plan of study will be based upon knowledge deficits identified by a group of NP faculty's analysis of the students exit exams results. Graduation dates will be delayed based upon the scheduling of the required remediation course(s) and the re-taking of NURS 7590. Students who do not to pass the exit exam on the 4th attempt, will receive an F in the course and be dismissed from the program.

PROGRESSION TIMELINE

Students have five years from admission to the graduate program to complete the requirements for the degree. If the degree is not completed within the five-year limit, coursework more than five years old may need to be repeated.

READMISSION

Students dismissed from the Graduate Nursing Program due to academic and/or clinical performance, progression, and/or unprofessional behaviors meet the criteria for sanctions and/or dismissal. If the student is dismissed from the nursing program, the student may appeal to the VSU Graduate School per policy. If the dismissal is upheld, the student's right to continue enrollment in the nursing program will be permanently terminated. Dismissed students will not be considered for re-admission. Dismissal from nursing major does not affect the ability of the student to progress in the University in another major.

APPLICATION FOR GRADUATION

To be eligible for graduation students in the Graduate Program must meet the following requirements in addition to any other requirements mandated by the Graduate School and listed in the Valdosta State University Graduate Catalog.

1. Candidates must have achieved a cumulative graduate GPA of 3.0 or better on a 4.0 scale as well as a "B" or better in all graduate nursing courses. **No course grade below a "C" will be credited toward graduation.**

2. Satisfactory completion of the comprehensive or standardized examination and/or DNP Project.

Students must apply for graduation one semester prior to their expected graduationdate. Students are responsible for obtaining the application form from the Office of the Registrar and contacting their School of Nursing faculty advisor to schedule a meeting to review their academic record and complete the application for graduation.

It is the student's responsibility to submit the completed application for graduation, with all appropriate documentation and fees, to the Office of the Registrar by the required date. **Students are expected to be aware of and meet all deadlines for graduation.**

Post-Master's Certificate students do not complete a graduation application. They will be awarded a certificate from the School of Nursing.

MISCELLANEOUS EXPENSES

Graduate nursing students will incur expenses throughout the program above the fees identified in the Valdosta State University's Graduate Catalog. Listed below are some of the major additional costs.

Transportation to and from clinical practice is the responsibility of the student. Travel to some clinical agencies may require several hours' time and public transportation is not available. It is, therefore, necessary that students have (or can arrange for) dependable transportation.

Professional liability insurance must be purchased and maintained throughout the College of Nursing and Health Sciences academic program. Proof of this insurance coverage is required before students can participate in clinical experiences.

Certification in American Heart Association Healthcare Provider Cardiac Life Support (CPR) is also a requirement during the program. The cost of the certification is determined by the offering agency.

Following expenses that will be incurred during the nursing program:

- Cost of Books
- Immunization Tracker (Castle Branch)
- Electronic Portfolio (Typhon)
- Name Tag (to be purchased at bookstore)
- White Lab Coat

There are costs occurring at the end of the program related to graduation. They are:

- Exit Exam (BSN to DNP, MSN and Post Master's Certificate Programs)
- Graduation Application Fee
- Graduation Regalia

Many students discover that a personal computer is an asset to their studies.
The University provides computer labs; however, for many students the convenience of having a computer outweighs the additional expense. Students will be required to follow policies related to using BlazeVIEW, email and computing resources on campus. Information related to requirements for using BlazeVIEW may be found on the VSU Distance Learning web site at : https://www.valdosta.edu/academics/elearning/blazeview.php and the Information Technology website on policies at https://www.valdosta.edu/administration/it/helpdesk/.

COURSE INFORMATION
(BSN-DNP, Post-Master's DNP, MSN, Post-Master's Certificates)

ACADEMIC INTEGRITY

Academic integrity and honesty are vital to the purposes of the University and the nursing profession. The University policy regarding student conduct and academic integrity is stated in the Valdosta State University Student Handbook and is applicable to nursing students. The School of Nursing has adopted an Honor Code (see Appendix B).

Students should be aware that sanctions in the nursing profession are imposed because of the vital nature of health care as it affects client well-being. Due to the unique nature of the clinical experience in the nursing program and to the relationship of responsibility for the welfare of the client, it is necessary for the College of Nursing and Health Sciences to expand upon the University's definition of academic irregularity. While the University relates academic irregularity to behaviors, such as plagiarism or cheating, the College of Nursing and Health Sciences must also relate violations to unsafe, irresponsible, and nonprofessional behavior in the clinical setting. Academic irregularity in the clinical setting includes, but is not limited to, failure to assume and/or maintain responsibility for assigned client(s) and the failure to report errors made in providing client care. Students must attend clinical prepared to provide competent care and conform to ethical standards explicit in the ANA Code of Ethics and contained within the guidelines of the Nurse Practice Act. This means that students must provide safe client care during assigned clinical hours unless and until relieved by clinical faculty and are required to notify clinical faculty immediately concerning any error, they believe they have made or might have made in the clinical area so that attention may be given to the affected client(s).

A single violation of academic integrity in the clinical setting may disqualify a student from continuing in the College of Nursing and Health Sciences at Valdosta State University.

CLASS ATTENDANCE

Students are expected to demonstrate punctual attendance during all classroom and clinical experiences. Absence of more than 20% of online activities, classroom, or clinical hours in each course may constitute failure of the course; and excessive tardiness may, at the instructor's discretion, result in a lower grade in the course.

On-campus MSN Orientation and DNP Intensive are required the first semester of the cohort entrance. Students are expected to come to campus to present their project.

GRADUATE GRADING SCALE

The grading scale in the College of Nursing for Graduate students, is:

A = 90–100
B = 80–89
C = 70–79
D = 60–69
F = 59 & below

Graduate students are expected to earn course grades of at least "B" in all graduate courses per the School of Nursing and Graduate School policies. **Again, grades of C, D, or F are not sufficient for progression in the curriculum.**

CONHS has a "no rounding" grades policy; **NO EXCEPTIONS**

ADA STATEMENT

Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY).

CLINICAL INFORMATION

(BSN-DNP, Post-Master's DNP, MSN, Post-Master's Certificates)

PRACTICE EXPERIENCES

The DNP degree requires the completion of 1000 post-baccalaureate practice experience (PE) hours as stated in The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006). The hours must be completed in a healthcare setting prior to degree conferral. VSU's Post-Masters DNP program requires that each applicant provides sufficient and accurate evidence of the completion of 500 supervised hours achieved post-baccalaureate prior to program admission. While enrolled in the DNP program, the remaining 500 supervised hours will be completed. BSN TO DNP students complete 715 PE hours during the family nurse practitioner practicum courses and the remaining 500 supervised hours are completed during DNP coursework.

Students in the FNP and Post-Master's FNP tracks are required to complete a minimum of 715 practice experience hours while students in the FPMHNP and Post-Master's FPMHNP tracks complete a minimum of 675 hours.

A practice experience is an experiential learning activity completed under the guidance of content experts in a relevant setting through which the student acquires and applies knowledge, skills, and attitudes that expand a student's professional framework. Students should refer to the Graduate Clinical Experience Handbook for additional practice experience information located on the CONHS under Current Student Resources.

CLINICAL EXPERIENCES

Graduate students must plan all clinical experiences with the faculty. Selected experiences must be consistent with course objectives. It is preferred that clinical experiences occur in agencies different from the one in which the student is/has been employed. In no case should students obtain clinical experience within the actual setting (unit, department, clinic, et cetera) in which they currently work. **No time during which students are being reimbursed (employment time) may be counted as clinical time for course credit.**

The College of Nursing and Health Sciences maintains memoranda of understanding (MOU) with over several hundred clinical agencies. **Clinical experiences will be obtained as directed by course faculty. Clinical experiences generally occur within the VSU 41 county service area.**

CLINICAL DRESS CODE

Graduate students are expected to adhere to professional attire and behavior standards. Dress requirements specific to individual clinical courses are included in course syllabi; otherwise the official dress code is business casual. Students are to wear VSU School of Nursing name badges and white lab coat during all clinical experiences.

DRUG TESTING AND CRIMINAL BACKGROUND CHECK

All students and faculty are subject to the rules and regulations of the clinical facilities with which we affiliate. Students will submit to drug screening and criminal background checks as requested by clinical agencies at their own expense. Inability to access clinical facilities due to drug screening or criminal background check may be grounds for dismissal from the program.

HEALTH CARE LICENSES

Students must maintain current licensure as a Registered Nurse or Advanced Practice Nurse prior to beginning graduate nursing courses and throughout the graduate nursing curriculum. Any change in licensure status, including renewal, shall be reported to the Graduate Nursing Chair and/or the Dean's office within 72 hours of occurrence.

HEALTH AND ACCIDENT INSURANCE

All graduate nursing students are mandated by the USG are mandated by the USG to maintain health insurance and are automatically enrolled into the Student Health Insurance or **request a waiver each semester**. Waivers may be applied for via the USG waiver portal each semester. See VSU's Student Health's Student Health Insurance Plan web site for information at http://studentcenter.uhcsr.com/valdosta. Students are responsible for the cost of treatment of any accident or injury occurring while a student in the College of Nursing and Health Sciences, whether the incident occurs in the classroom, clinical experiences, or personal activities. Students enrolled in clinical nursing courses must maintain personal health/accident insurance. Proof of coverage from a carrier of choice must be presented on the first day of class each semester. Any student without insurance or the required proof will not be allowed to attend clinical until such requirements are met.

PROFESSIONAL LIABILITY INSURANCE

All students must show proof liability insurance with the minimum amount of $1,000,000/$3,000,000 on the first-class day of each semester. BSN to DNP, MSN, and Post-Master's students must show proof of **student** NP liability insurance, while Post-Master's DNP students must maintain professional liability insurance. Any student without insuranceor without the required proof will not be allowed to attend clinical, including mandatory orientations, until this requirement is met. It is the responsibility of the student to maintain coverage throughout the nursing curriculum and to have the documentation available on request of any appropriate person.

BASIC CARDIAC LIFE SUPPORT

Students enrolled in clinical nursing courses must maintain current certification for basic cardiac life support – adult one and two rescuer, infant, and child CPR and obstructed airway.It is the nursing student's responsibility to acquire this certification and maintain it at all times. Proof of certification for the duration of the semester is required for participation in allclinical practicums. Students must have valid and current documentation of the certification and may be required to successfully demonstrate the ability to give cardiopulmonary resuscitation according to the American Heart Association Healthcare Provider criteria.

Students must show a current certification card, good for the entire semester, to the nursing instructor or designee on the first day of class each semester and must submit a photocopy ofa current certification card to be placed in the student's file in the College of Nursing and Health Sciences.

STUDENT RESPONSIBILITIES WHEN WORKING WITH A PRECEPTOR

Students may self-select a preceptor for selected clinical experiences from the list of MOUs.A standardized clinic log records activity and incorporates evaluation of achievement. Students are expected to maintain communication between the preceptor and faculty about any unusual circumstances. Students are to meet the responsibilities assigned by the preceptor, to maintain prompt and consistent attendance, and to keep the preceptor fully informed of all clinical activities. Students may not work in the clinical area if the preceptoris not available. The faculty member is responsible for evaluating the experience and will consider input from both the student and the preceptor and others as appropriate. Students need to complete an evaluation of the preceptor, the clinical area, and the practicum at the end of the clinical experience.

CONFIDENTIALITY

Students enrolled in the College of Nursing and Health Sciences must hold in confidence all patient related information. Failure to protect any patient's right to confidential treatment may result in a failing course grade and dismissal from the College of Nursing and Health Sciences. To meet College and clinical agency requirements all students are required to affirm their understanding of the patient's right to privacy and need for confidentiality by signing a Confidentiality Statement. A copy of this statement is in Appendix C of this handbook.

HIPAA STATEMENT

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information and covers all individually identifiable health information whether the information is electronic, paper or spoken. All students are provided HIPAA guidelines and instructions for conduct regarding protection of patient/client information in each course andare responsible for implementing HIPAA standards and procedures as specified in each clinical setting in which student are placed. Violation of HIPAA may result in dismissal fromthe nursing program.

Recommendation for Student/Faculty Clinical Health/Immunization Requirements

The goal of these requirements is to protect students, faculty, patients and staff from diseases and harm. Published standards from the CDC were used to create these recommendations and referenced below.

Evidence	Reference
Measles, Mumps and Rubella*	
Documentation of 1 dose of MMR or Laboratory evidence of immunity or Documented history of disease Born before 1957, laboratory evidence of immunity or should consider 2 doses of MMR at proper intervals for measles and mumps or should receive 1 dose of MMR for rubella	MMWR, June 14, 2013
Varicella*	
Documentation of immunization with 2 doses of vaccine Laboratory evidence of immunity History of varicella disease (date, age, description) Diagnosis of herpes zoster by healthcare provider	MMWR, June 2007
Hepatitis B*	
Documentation of 3 doses of Hepatitis B vaccine with post vaccination laboratory evidence of immunity Laboratory evidence of immunity Declination signed	MMWR, December 20, 2013
Tdap/Td (tetanus, diphtheria, Pertussis) *	
Proof of immunization including at least 1 dose of Tdap if received Td >2 years ago, otherwise Td within 10 years.	MMWR, February, 2013
Annual TB Screening*	
Two-step tuberculin skin test (TST) 1-3 weeks apart if 1st is negative. If previous documented negative TST within last 12 months, single TST. Previous BCG vaccination – TST as above If previous documented positive TEST – n TST. Baseline chest x ray or result documented. Annual symptom screen if previous positive TST	MMWR, December 30, 2005
Influenza Vaccine	
Annual vaccination against influenza is recommended for health care personnel to reduce risk of contracting the flu and to reduce the risk of transmitting it to others	MMWR, August 5, 2010 Recommendations of Advisory Council on Immunization Practices 2010
Health Exam*	
Performed by healthcare provider (physician, NP, PA) upon NS admission and when change in physical health occurs that may affect ability to fulfill educational requirements. Thereafter, a health form is completed by student/faculty including TB screening questions and change in health status.	
*Required **CDC Morbidity and Mortality Weekly reports can found at http://www.cdc.gov/mmwr**	

GENERAL INFORMATION

(BSN-DNP, Post-Master's DNP, MSN, Post-Master's Certificates)

APPOINTMENTS WITH FACULTY

Appointments with faculty members should be scheduled in advance. Scheduled office hours for faculty members are posted on their office door and in course syllabi. If these posted hours are not convenient the student may request an appointment with the faculty member by email or phone. Please remember faculty members have 72 hours to respond.

ADVISING

On admission to the graduate nursing program students are assigned a faculty advisor to assist them in developing an individualized program of study. The Plan of Study (POS) which is available from the College of Nursing and Health Sciences website, demonstrates how students will fulfill their degree requirements. An advising form identifying the POS should be completed and signed by the student and graduate faculty advisor prior to completion of the second semester of graduate study. If changes are needed to the coursework listed on the POS, it should be re-written by the student and graduate advisor and sent to the School of Nursing's secretary to be uploaded into the student's file. Changes to the plan of study may result in delay of program completion.

Academic Advising for DNP Students

Academic advisement for Post Master's DNP and BSN TO DNP students is provided by the DNP Program Coordinator. The DNP Program Coordinator will assist students with class registration issues, course sequencing, graduation procedures, academic progression, and utilizing existing university facilities, such as financial aid. Each DNP student is responsible to meet in person or virtually with the DNP Program Coordinator prior to or during each registration period. The purpose of this meeting is to inform the student of current offerings in the nursing program and to review the student's progress in the degree plan. Students should consult the DNP Program Coordinator when events affect their ability to complete courses, progress through the program or interfere with registration. Each student is responsible for awareness and successful completion of all degree requirements.

Academic Advising for MSN Students

Academic advisement for MSN students is provided by the FNP and PMHNP program coordinators and the graduate faculty. The FNP and PMHNP program coordinators and graduate faculty will assist students with class registration issues, course sequencing, graduation procedures, academic progression, and utilizing existing university facilities, such as financial aid. Each MSN student is responsible to meet in person or virtually with their graduate faculty advisor prior to or during each registration period. The purpose of this meeting is to inform the student of current offerings in the nursing program and to review the student's progress in the degree plan. Students should consult their corresponding program coordinators or graduate faculty advisor when events affect their ability to complete courses, progress through the program or interfere with registration. Each student is responsible for awareness and successful completion of all degree requirements.

CHANGE OF ADVISOR

Graduate students are assigned an advisor in the School of Nursing. The students' advising folders are securely stored electronically and are maintained by the SON administrative staff. If the student perceives a problem with the assigned advisor, the student will communicate this concern to the advisor and attempt to resolve the problem. If resolution of the problem is not achieved to the student's satisfaction, the student may submit a written request to the Graduate Nursing Chair for a change of advisor. The student will be notified in writing of the resolution to the request.

COURSE AND FACULTY EVALUATION

Students have the opportunity to evaluate all courses, as well as clinical and classroom instruction, at the end of each semester. Evaluations are part of the overall College evaluation process and faculty will use the student evaluations to plan for appropriate course changes. Faculty will provideinstructions to students regarding participation in the evaluation process near the end of the course. All evaluation content will remain anonymous, and faculty will be provided with aggregate evaluation data only after submission of all final semester grades for the course being evaluated.

DRUG FREE SCHOOLS AND WORKPLACE

The College of Nursing and Health Sciences adheres to the policies established by Valdosta State University and specified in the Drug Free Workplace (6/91), Drug Free Schools and CommunitiesAct (9/90), and the Drug and Alcohol Prevention Program (9/90).

In accordance with Valdosta State University's Drug Free Workplace Policy, the College of Nursing and Health Sciences has a responsibility to provide a safe and healthy environment for faculty, staff, and students. Faculty, staff, and students are prohibited from the use, distribution, sale, personal possession, manufacture, or purchase of illegal drugs or alcohol while at work, or in class on the University premises, or while at clinical experience sites.
The Valdosta State University College of Nursing and Health Sciences is dedicated to maintaining a drug free workplace and learning environment. An impaired faculty member, staff member, or student constitutes a potential threat to faculty, staff, student, and client safety. Faculty, staff, and students who are suspected to be drug dependent or have an addiction problem are encouraged to seek diagnosis, counseling, and treatment from qualified professionals. The VSU Counseling Centerwill treat requests for evaluation or therapy confidentially and will provide short-term assistance (5 sessions). Long-term counseling or therapy is the individual's responsibility.

An impaired faculty member, staff member, or student's completion of a program for rehabilitationand treatment facilitates the possibility of return to work or to class following release from treatment.

The inappropriate use of drugs or alcohol is not condoned. Any faculty member, staff member, or student reporting to work, class, or clinical experience sites exhibiting signs/symptoms of alcohol or substance abuse will be requested to submit to a blood and/or urine test for chemical analysis to determine the presence of toxic, hazardous, illegal, or foreign substances. Any faculty member,

staff member, or student who declines to submit to testing for reasonable cause will be subject to disciplinary action up to and including discharge or expulsion.

Reasonable suspicion of inappropriate use of drugs or alcohol may come from supervisory observation, co-worker or classmate reports, performance decline, attendance or behavioral changes, or involvement in a workplace, classroom, clinical, or vehicular accident. Suspicion mustbe verified by at least two witnesses.

A faculty member, staff member, or student suspected of inappropriate use of drugs or alcohol will be escorted to the VSU Student Health Center (if on campus) or to the hospital or agency laboratory(if at a clinical site) where testing will be done according to established protocol. Such testing will be done at the expense of the individual.

Faculty members, staff members, and students charged with a drug violation by law enforcement authorities will be suspended from employment, class, and clinical experience sites. If the charges are dropped, or the involved individual is ruled innocent, the individual may return to employment, class,and clinical experience sites as appropriate.

If the involved individual is convicted of a drug violation, the individual is subject to termination or expulsion. If a faculty member or staff member is convicted of violating any criminal drug statutesthe faculty or staff member must notify the Personnel Office within five calendar days of conviction. Students convicted of violating any criminal drug statutes must notify the Dean, Collegeof Nursing and Health Sciences within five calendar days.

CONDUCT GREIVANCE

Disciplinary hearings at Valdosta State University are hearings to arrive at decisions regarding student behavior. These decisions affect the involved students and their relationship with the University. The administration of discipline is an educational process, and the procedures will be determined by educators. Such procedures will give cognizance to the test of fairness, justice, truth,and the requirements of due process. The procedures to be followed by all disciplinary committeesare specified in the Valdosta State University's Graduate Student Handbook.

GRADE APPEAL

Students in the College of Nursing and Health Sciences must adhere to the student regulations as outlined in the Valdosta State University Graduate Student Handbook. Students have the right to appeal their grades; however, they should do so within thirty days of the grade's posting on BANNER. To appeal their grades, the student should pick up a grade appeal form from the Registrar's office. The student should complete the form and then speak with the professor about the change. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence is presented. TheCollege of Nursing and Health Sciences encourages students to seek open discussion and a resolution. If the professor and the student do not resolve the situation, the student may then proceed to appeal to the department head and the dean. Grade appeal forms are available from the Registrar's Office at
http://www.valdosta.edu/academics/registrar/forms/

STUDENT PARTICIPATION IN COLLEGE GOVERNANCE

Graduate students are encouraged to participate in the governance of the College. They may participate through the course, faculty, and clinical evaluations done each semester. They may also meet with the Dean during Open Hours that are scheduled once or twice each semester. Additionally, students may participate through the formal committee structure. The committees that have student representation are listed below:

COMMITTEE	OVERVIEW	STUDENT REPRESENTATION
Graduate Nursing Faculty Committee	Monitors the development, implementation, coordination, and evaluation of the graduate nursing curricula.	One (1) Graduate Nursing Student from each track.
Student Affairs	Facilitate student self-governance, student scholarly activities, and student participation in the activities of the CONHS.	Two (2) Undergraduate Nursing Students (1 Senior & 1 Junior) & One (1) Graduate Nursing Student.

CONHS Disposition Policy

PURPOSE

The purpose of the Disposition Policy process is for faculty to identify students who may need intervention to successfully complete both the pre-professional and professional requirements for their program of study. Dispositions are the values, qualities, and professional ethics that influence one's behaviors toward students, families, colleagues, and communities. Dispositions can affect student learning, motivation and development of personal and professional growth..

DISPOSITOINAL EXPECTATIONS

1. Demonstrates ethical behavior as defined by the profession: American Nurses Association Code of Ethics: https://www.nursingworld.org/coe-view-only
2. Demonstrates professional behaviors as defined by each program in the College of Nursing and Health Sciences. See Graduate Student Handbook.
3. Adheres to university, class, and clinical policies. Classroom examples include punctuality; adhering to schedules; and observing the classroom structure as outlined in the course syllabi. Clinical examples include adhering to policies of students' program of study; adhering to workplace policies of various clinical sites; punctuality; and meeting the expectations of clinical sites.
4. Exhibits appropriate and professional interactions with faculty, staff, preceptors, and peers. Examples include demonstrating the ability to work with diverse individuals; demonstrating courtesy and respect for all; commitment to diversity; open-mindedness and support of others; and willingness to accept constructive criticism from preceptors and faculty of the student's program of study.
5. Maintains professional appearance, communication and mannerisms. Examples include dressing appropriately for the situation and learning environment; exhibiting competence and professionalism in oral, written, social media, and electronic communications; exhibiting fair and equitable treatment of all; maintaining confidentiality of client records, correspondences, and conversations; demonstrating truthfulness as well as honesty; and working collaboratively with peers, faculty and staff.
6. Exhibits appropriate level of preparedness in classroom and clinical settings. Examples include communicating with professors and instructors regarding absences; being prepared to contribute to class discussions on the selected topic; being respectful and attentive in class and at clinical sites; fulfilling course and clinical obligations; completing assignments in a timely manner; exhibiting critical thinking skills; providing ongoing and competent client/patient care; willingness to approach tasks in an organized and skillful manner; and demonstrating self-reflection and the ability to make improvements based on preceptor and faculty feedback.
7. Demonstrates a collaborative approach with peers, students, faculty, parents, clinical preceptors and administration when seeking solutions to problems. Students demonstrate problem-solving skills in the classroom, among peers, and at clinical sites. Examples include asking questions when a student is unsure about content material or ongoing client/patient care; sharing thoughts and ideas in order to better problem solve; and interacting positively

with others in order to create a team-driven, client/patient-centered approach to problem solving.

8. Displays qualities of lifelong learning through engagement in completion of course requirements, continuous professional development, and academic preparedness. Lifelong learning is a term that applies to continuing one's education through university, community-based, or profession-based programs.

Examples of Actions Necessitating Completion of Disposition Forms, (including, but not limited to)

- Excessive absences or lateness for class or clinical assignments (see University policy and course syllabus).
- Lack of professional dress or demeanor when interacting with other students, clients/patient, preceptors or faculty as defined by student's major department.
- Disruptive behavior toward faculty, staff, preceptors, peer student or guest speakers. This includes classroom disruptive behavior. This extends to clients/patients and preceptors when students are in a clinical area affiliated with their program of study.
- Inability to contribute effectively in a group setting.
- Lack of proficiency and/or professionalism in written and/or oral language skills, including electronic forms of communications (i.e., e-mail, text, social media, etc.).
- Lack of professionalism, responsibility, respect for others, confidentiality and accountability on social media.
- Lack of content/ clinical knowledge, including appropriate skill progression, in any content area at the student's current level. Appropriate content knowledge and skill progression is important when working with clients/patients.
- Removal from a clinical experience.
- Plagiarism or cheating on any graded activity (see University Academic Integrity policy as outlined in the VSU Student Handbook: http://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-resources.php).
- Dishonesty.
- Breach of confidentiality (in accordance with the Health Insurance Portability and Accountability Act).
- Compromising the well-being of a client, patient, or colleague.
- Harassment of clients, preceptors, peer students, faculty, or staff (see University Sexual Harassment, Violence, & Assault policy as outlined in the VSU Student Handbook: http://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-resources.php).
- Any other disposition issues outlined by the student's major/field of study

<u>Procedures for Assessing Dispositions</u>

A student's professional dispositions will be assessed in classes, clinical, and community settings. The instructor or preceptor who identifies a deficiency or behavior inconsistent with established dispositions will follow these procedures:

1. Upon a student's action which necessitates the completion of a disposition report, the instructor or preceptor will schedule an informal meeting. The purpose of the meeting with the student is to discuss the area of concern and offer possible solutions and remedies.
    a. The date of the meeting, the instructor's specific concerns and potential solutions will be documented on the Disposition Report Form (Appendix A) and placed in the student's file.
    b. Both instructor and student will receive a copy of the completed form.
    c. The faculty member must complete either a VSU Student Conduct Incident Report or a VSU Academic Integrity Report if applicable. This can be found at http://www.valdosta.edu/administration/student-affairs/student-conduct-office/.

2. If a second meeting becomes necessary, based on the same deficiency or additional behaviors of concern, through completion of a second disposition form, the following steps will be implemented.
    a. The instructor will schedule a meeting to include the student and an ad hoc committee consisting of the student's advisor, the department chair/assistant dean, program coordinator, and the instructor. Students have the option to request an additional committee member outside of the student's program of study, if desired.
        i. In the event that the program director/coordinator is the person bringing the second disposition issue forward, another committee member must be secured.
        ii. In the event that the program director/coordinator and the advisor are the same person, another committee member must be secured.
    b. The faculty member scheduling the formal meeting must complete either a VSU Student Conduct Incident Report or a VSU Academic Integrity Report if applicable. This can be found at http://www.valdosta.edu/administration/student-affairs/student-conduct-office/.
    c. This meeting must occur within 5 university business days of the reported deficiency or behavior. At this time, the instructor who completed the second disposition report will review the prior behavioral concerns recorded in the student's file, as well as the continued or additional concerns that initiated the second report. The student will have the opportunity to explain her/his position and provide additional relevant information. The department chair or program coordinator will determine whether additional faculty, staff or school personnel are required to support or refute the observed behavior and will meet with those persons to gather the information.
    d. The result of this meeting may be a recommendation that the student be allowed to continue her/his program, development of a remediation plan, or a determination to remove the student from the program. The department chair or program coordinator will make the final recommendation with input from the committee and ensure the decision is delivered to the student within 5 university business days of the meeting

occurring. Documentation of the meeting's content, including any written agreements or action plans, will be placed in the student's file. Each attendee will receive a copy.

    e. The student has a right to appeal the committee's decision within 5 university business days of the student being notified of the decision. He or she must submit the appeal in writing to the Dean of the College of Nursing and Health Sciences. The Dean will review the request and all related documents in the student's file, will meet with the student, instructor and department chair as needed to review the appeal, and will render a decision in writing.

    f. If a satisfactory resolution is not reached, graduate students may appeal to the Dean of the Graduate School and undergraduates may appeal to the Vice President of Academic Affairs.

3. Upon receiving three disposition forms, or any single incident considered a significant violation of ethical or professional behavior, the student may be removed from his or her Program of Study. Ethical and professional behaviors are referenced above, and are defined by each profession in the College of Nursing and Health Sciences

    a. The faculty member completing the third disposition form must complete either a VSU Student Conduct Incident Report or a VSU Academic Integrity Report if applicable. This can be found at http://www.valdosta.edu/administration/student-affairs/student-conduct-office

HONOR CODE

The following guidelines are established as definitions of unacceptable behavior of those students enrolled in the VSU College of Nursing and Health Sciences. The Honor Code is developed and enforced through VSU CONHS Disposition Policy. All students are expected to sign a copy of this Honor Code for their student record and to abide by the code.

https://www.valdosta.edu/colleges/nursing-and-health-sciences/documents/disposition-policy.pdf

Unacceptable Behavior (including but not limited to the following):

Plagiarism: Using the words, ideas, or conclusions of another person without giving proper credit is a form of intellectual dishonesty known as plagiarism. This behavior has been, and still is, unacceptable and dishonest. Exact quotes must be cited according to the APA Style Manual, current edition (refer to the APA Style Manual index to locate more detailed information).

Cheating: Is defined as using unauthorized information (as defined by faculty in the course) obtained from students or other sources that may be used to gain academic advantage through false representation or pretense. If the student is in doubt about what constitutes unauthorized information, the student must seek clarification about the matter with the faculty member responsible for the course.

Falsification of Data: Is gross negligence or dishonesty in collecting, analyzing, or reporting data in any setting where information is considered pertinent in the accomplishment of the nursing student responsibilities.

Aiding and Abetting Dishonesty: Is providing unauthorized information or assistance to another person that may consequently result in grade enhancement or other advancements.

Breaching Confidentiality: Is the sharing of private information, and includes, but is not limited to, sharing personal access codes to BlazeVIEW.

College of Nursing and Health Sciences Disposition Report

Date:

Student Name: ID No.

Major: Advisor:

Name of Instructor/ Preceptor Initiating Disposition Form:

Complete the following:

1. Give evidence for area(s) of concern. Attach copies of documentation.

2. Student response to the completion of the disposition form (student writes response below):

3. Meeting details (department head, faculty member, and student).

4. Action plan (if applicable):

5. The department head, faculty member, and student must sign the appropriate statement below.

Department Head: Statement: I have met with the student and faculty member to discuss this concern and an action plan has been outlined and discussed with the faculty member and the student.

Department Head Signature_____Date Met: _____

Faculty Statement: I have met with the student and discussed the concern(s).

VSU Faculty Signature_____Date Met: _____

Student statement: I understand that failure to comply with the outlined action plan may result in my not completing my program of study.
Student: Signature_____Date: _____

Distribute copies of this form to the Student Advising Folder; Department Head, and Faculty Member.

Valdosta State University
School of Nursing
Honor Code

As a member of the Valdosta State University (VSU) School of Nursing community, I recognize that I am entering into a profession bound to the highest standardsof honesty, integrity, and behavior. Therefore, I am honor bound by ~~to~~ uphold the standards of honesty and integrity and behavior as befits the character of a professional nurse.

I commit to pursue intellectual, ethical, and professional excellence. I accept my personal, academic, and professional responsibilities in the community as outlined in the CONHS Disposition Policy*. To attain these ideals, I embrace this Honor Code as my way of life.

By my signature I acknowledge that I understand my responsibility and accountability to uphold this Honor Code and the high standards of professional nursing.

Signature_____Date_____

Printed Name_____

*The full responsibilities of the Disposition Policy can be found on the Student Resources Page of the School of Nursing Website

https://www.valdosta.edu/colleges/nursing-and-health-sciences/documents/disposition-policy.pdf

Valdosta State University
School of Nursing

<u>CONFIDENTIALITY STATEMENT</u>

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3,37-4,377) every patient's right to confidential treatment must be protected.

As a student and/or provider of care, I understand that the patient's right to privacy must be protected, and treatment must remain confidential. While providing care, I may become knowledge- able of certain patient related information. This information may include patient identity, information related to a patient's treatment, diagnosis, or to other services received.

I understand that at all times I am restricted from discussing or transmitting any information pertaining to a patient with anyone other than VSU College of Nursing and Health Sciences faculty, clinical instructors, or hospital personnel directly responsible for the patient's care. I understand this includes other students outside of post conference.

Personally, identifying information is any information which is readily used to identify a particular patient including but not limited to: name, address, room number, diagnosis, Social Security number, physical description, names of family members, and photographs. I further understand that if I do discuss patient information, I subject myself to civil liability and may be subject to a failing course grade and dismissal from Valdosta State College of Nursing and Health Sciences.

Signature:_____ Date:_____

Printed Name:_____

Appendix D

GAP ANALYSIS FOR POST-GRADUATE NP STUDENT

Name of Candidate: _____

New National NP Certification Sought: _____

NP National Certification Previously Completed:_____School:_____Yr: _____

Instructions:

A gap analysis form is completed for students who are nationally certified NP's seeking partial credit or waiver of coursework towards completion of a post-master's certificate in another NP practice area. The form provides an analysis of completed coursework and clinical experiences compared with the program requirements and national NP competencies necessary for certification in the second NP population-focused area of practice.

• Column 1 lists the courses for the standard required program of study for preparation in the DESIRED NP area of practice.

• Column 2 list courses from the student's transcript that will be used to waive courses from column 1.

• Column 3 identifies and describes clinical hours and experiences needed to meet the required competencies for the new or desired area of NP practice. Students must meet the clinical course requirements of the program of study using both clinical courses previously taken and indicated on the transcript and courses to be completed.

• Column 4 lists all coursework to be completed for the certificate (all courses from column 1 not waived). This column, in combination with column 3, will constitute the student's individualized program of study.

GAP ANALYSIS FOR POST-GRADUATE NP/DNP STUDENT

List Required Courses for the DESIRED NP area of practice	List Courses from Transcript that Satisfy Required Courses listed in Column 1	Type and Number of Clinical Experiences Needed by Student	Coursework to be Completed by the Student for the Certificate

Signature of Program Chair: _____

Appendix E

DNP Project Proposal Approval Form	
The DNP Project Approval Form is to be submitted by the student to the DNP Project Team and signed and submitted to the DNP Program Coordinator. Once reviewed and approved the proposal may then be submitted to the Institutional Review Board (IRB).	
Student Name:	Date:
Student Signature:	Email:
DNP Project Title	
I hereby accept this proposal for the above-named student and approve it being submitted to the Institutional Review Board.	
DNP Chair:	Date:
Signature:	Email:
DNP Second:	Date:
Signature:	Email:
DNP Community Content Expert:	Date:
Signature:	Email:
DNP Program Coordinator:	Date:
Signature:	Email: mailto:knlee@valdosta.edu

⌣ Proposal Complete

⌣ Researcher Certification for Protection of Human Rights Complete

⌣ IRB Approval received

Returned to student with team notification on _____/_____/_____ by DNP Program Coordinator.

DNP Program Coordinator Signature:

_____

Appendix F

BSN to DNP Project Milestones and Timeline

Task	Summer 9th Semester	Fall 10th Semester	Spring 11th Semester
Identify DNP Project Team	X		
CITI Training Completion	X		
Complete DNP Project Team with DNP Coordinator Approval	X		
Determine scope of project	X		
Identify and utilize current scholarly resources	X	Continued	Completion
Utilize Typhon (weekly) as a Documentation Platform to classify Project Hours Completion to successfully complete program requirements	X	Continued	Completion
Complete a written DNP project proposal to team and then IRB	X		
IRB Submission and Approval	X		
Implement approved DNP project		X	Completion
Analyze findings from the approved DNP project			X
Synthesize findings and draw conclusions from the approved DNP project			X
Prepare and submit a final manuscript for dissemination		X	Completion
Successfully complete an oral presentation of the final DNP Project			X

Appendix G

Post-Master's DNP Project Milestones and Timeline

Task	Summer 3rd Semester	Fall 4th Semester	Spring 5th Semester
Identify DNP Project Team	X		
CITI Training Completion	X		
Complete DNP Project Team with DNP Coordinator Approval	X		
Determine scope of project	X		
Identify and utilize current scholarly resources	X	Continued	Completion
Utilize Typhon (weekly) as a Documentation Platform to classify Project Hours Completion to successfully complete program requirements	X	Continued	Completion
Complete a written DNP project proposal to team and then IRB	X		
IRB Submission and Approval	X		
Implement approved DNP project		X	Completion
Analyze findings from the approved DNP project			X
Synthesize findings and draw conclusions from the approved DNP project			X
Prepare and submit a final manuscript for dissemination		X	Completion
Successfully complete an oral presentation of the final DNP Project			X

Final DNP Project Evaluation Form

All DNP Projects require a Final Paper and On-Campus/Synchronous Presentation to the DNP Team and CONHS Faculty. After the presentation, the DNP Team will complete this form. A copy of the form must be uploaded into the electronic drop box located in *NURS 8318 (part 2-second semester of project course)* Students and DNP Team Members should also keep a copy for their records. **Level 3 or higher is required on 80% of all components**.

Full Title of DNP Project_____

_____

_____

Name of Team Members

Student(s)_____

_____

DNP Chair_____

DNP Team Second_____

DNP Community Content Expert_____

DNP Coordinator_____

Date of Presentation_____

Date of Project IRB Approval_____

Final DNP Products

Component Final DNP Paper	1 Very Poorly	2 Poor	3 Good	4 Very Good	5 Excellent	Comments
Cover Page, Table of Contents, Abstract (< 250 words), and general formatting meet APA requirements and DNP Project Template Formatting. Earlier components reflect past-tense. Updated from Project Proposal	○	○	○	○	○	
Results: - Data is clearly presented - Data analysis is appropriate to the project - Tables and Figures are clearly summarized.	○	○	○	○	○	

Component Final DNP Paper Cont'd	1 Very Poorly	2 Poor	3 Good	4 Very Good	5 Excellent	Comments
Discussion: Students ties together literature, results, and overall summation of findings. Includes Implications for: - Clinical Practice - Healthcare Policy - Quality and Safety - Education - Other as related to the Project	○	○	○	○	○	
Plans for Future Scholarship are articulated.	○	○	○	○	○	
Summary: provides closure to all elements of the DNP Project.	○	○	○	○	○	
Appendices: expanded to include all relevant tables, figures, and project related materials.	○	○	○	○	○	
Turn-It-In Report is Attached.	○	○	○	○	○	
Component Final DNP Poster	1 Very Poorly	2 Poor	3 Good	4 Very Good	5 Excellent	Comment
Required Content is present: Full Title of Project with Student as first author followed by Chair, Team Members Introduction/Abstract Methods Results Discussion Short reference list in APA format Student contact information Overall visual appeal.	○	○	○	○	○	
Cover Page, Table of Contents, Abstract (< 250 words), and general formatting meet APA requirements and DNP Project Template Formatting. Earlier components reflect past-tense. Updated from Project Proposal	○	○	○	○	○	
Results: - Data is clearly presented - Data analysis is appropriate to the project - Tables and Figures are clearly summarized.	○	○	○	○	○	
Discussion: Students ties together literature, results, and overall summation of findings. Includes Implications for: - Clinical Practice	○	○	○	○	○	

Component	- Healthcare Policy - Quality and Safety - Education - Other as related to the Project					
Plans for Future Scholarship are articulated.	◯	◯	◯	◯	◯	
Summary: provides closure to all elements of the DNP Project.	◯	◯	◯	◯	◯	
Appendices: expanded to include all relevant tables, figures, and project related materials.	◯	◯	◯	◯	◯	

Component **Final DNP Presentation**	1 Very Poorly	2 Poor	3 Good	4 Very Good	5 Excellent	Comments
Formal Presentation of DNP Project: Presentation is presented live on templated slides as designed by the student and includes all relevant aspects of the project. The student's appearance and presentation skills meet doctoral expectations.	◯	◯	◯	◯	◯	
Student Response to Challenges.	◯	◯	◯	◯	◯	
The student responds appropriately to all questions from the DNP Team.	◯	◯	◯	◯	◯	
The student responds appropriately to all questions from the Public.	◯	◯	◯	◯	◯	

Comments_____

_____

Describe Corrective Actions if Revisions Required_____
    (Use additional paper if necessary)

_____

_____

Select the Outcome of the presentation:

☐ Approved as presented   ☐ Approved with minor revisions   ☐ Reject project

Student Signature_____

DNP Chair Signature_____

DNP Team Member Signature_____

DNP Team Member Signature_____

    Date_____

07282022/KAL

Valdosta State University
College of Nursing and Health Sciences
DNP Community Content Expert Agreement

Explanation of Preceptor/Facilitator Agreement Packet Elements

1. **Checklist:**

   The checklist must be included as the first page of the agreement and is a listing of the required documents that must be submitted all at one time.

2. **Preceptor Agreement:**

   - A separate agreement (and packet) must be completed for every preceptor/facilitator.
   - The dates of the agreement period start at the beginning of the semester and end when the semester ends. If for some reason a student is scheduled for clinical dates beyond the end of the semester, the agreement must be modified.
   - The preceptor/facilitator agreement must be signed by the DNP Chair, student, and preceptor.
   - If the preceptor/facilitator practices at more than one location and the student will be traveling to multiple clinics with the preceptor/facilitator, each site should be listed individually on the third page of the agreement.
   - Most agencies (clinics) rely on the preceptor/facilitator agreement documentation to establish a relationship and do not require a formal contract with the University. Keep in mind that some agencies require "contracts" or affiliation agreements between the agency and VSU SON before students are allowed into their facilities. Should an agency require an affiliation agreement, students should contact their DNP Chair or the program coordinator immediately when they are informed this agreement is required. Students will not be allowed to start clinical until the agreement is signed.

3. **Confirmation of Student- DNP Community Content Expert:**

4. **DNP Community Content Expert Contact Information:**

5. **Curriculum Vitae (CV):**

   a. If a preceptor/facilitator has submitted a CV within the past year and it is on file with College of Nursing and Health Sciences, then the preceptor/facilitator need not submit a duplicate.

   b. It is the student's responsibility to verify the CV on file accurately represents the preceptor's work experience and education. If it is not accurate, the student should assist the preceptor/facilitator to complete a new curriculum vita by providing the preceptor with the CV form.

6. **<u>Preceptor/Facilitator License Verification:</u>**

   A preceptor must hold professional licensure for supervising student involved in direct clinical practice including teaching. Once an individualhas agreed to precept the student, the Clinical Experience Coordinator verifies credentials are current and valid.

Valdosta State University College of Nursing and Health Sciences
DNP Community Content Expert Agreement

Course # _____

The preceptor agreement permits nursing students of the School of Nursing at Valdosta State University to participate in a student preceptorship in your facility. Conditions of this program are as follows:

Site Name: _____

The Affiliation period will be _____ to _____

Student Name: _____

Preceptor Name: _____

The CONHS DNP Chair _____ serves as the liaison with your facility for the above student.

Preceptor Responsibilities:
1. Participate in a preceptor orientation (The orientation documents will be sent to you electronically).
2. Function as a role model in the clinical setting.
3. Facilitate learning activities for no more than two students per day.
4. Orient the student(s) to the clinical agency.
5. Collaborate with student to review the progress of the student toward meeting clinical learning objectives.
6. Provide feedback to the student regarding clinical performance.
7. Contact the faculty if assistance is needed or if any problem with student performance occurs.
8. Discuss with faculty/student arrangements for appropriate coverage for supervision of the student should the preceptor be absent.
9. Give feedback to the nursing program regarding clinical experience for student and suggestions for program development.

Nursing Program/Faculty Responsibilities:

1. Provide the preceptor an orientation to the philosophy, curriculum, course, and clinical objectives of the program and specific courses.
2. Discuss student expectations, skills' performance, student guidelines for performance of procedures, and methods of evaluation.
3. Assume overall responsibility for teaching and evaluation of the student.
4. Assure student compliance with standards on immunization, screening, OSHA

standards when appropriate, CPR, criminal background check as needed and current liability insurance coverage.

5. Work cooperatively with the preceptor and the agency to determine student learning needs and appropriate assignments.
6. Make appropriate student assignments with the preceptor.
7. Communicate assignments and other essential information to the preceptors.
8. Meet regularly with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
9. Monitor student's progress through clinical site visits, student clinical seminars, student-faculty-preceptor conferences and review of student clinical assignments.
10. Be readily available, e.g., telephone, pager or e-mail for consultation when students are in the clinical area.
11. Receive feedback from the preceptor regarding student performance.
12. Provide recognition to the preceptor for participation as a preceptor.

Student Responsibilities:

1. Verify Preceptor/Facilitator eligibility.
2. Clearly delineate the program student learning outcomes they hope to achieve from the practice experience and obtain approval from DNP Chair PRIOR to initiating the clinical practice experience.
3. Maintain open communications with the Preceptor/Facilitator and faculty.
4. Maintain accountability for own learning activities.
5. Prepare for each clinical experience as needed.
6. Be accountable for own nursing actions while in the clinical setting.
7. Arrange for preceptor's supervision when performing unfamiliar procedures.
8. Contact faculty by telephone, pager or e-mail if faculty assistance is necessary.
9. Respect the confidential nature of all information obtained during clinical experience.
10. Wear appropriate professional attire and university name tags and behave in a professional manner when in the clinical site.

Signatures confirm that the above conditions correctly reflect your understanding of/and agreement with this affiliation.

Attached is a list of clinical and /or course objectives as applicable.

Please call Dr. Knicole Lee, DNP Program Coordinator at 912-278-0410 with any questions or concerns.

Confirmation of Project Team Members

Student / Valdosta State University, College of Nursing and Health Sciences

(Print)	*(Sign)*	*(Date)*

DNP Chair / Valdosta State University, School of Nursing & Health Sciences

(Print)	*(Sign)*	*(Date)*

DNP Second / Valdosta State University, School of Nursing & Health Sciences

(Print)	*(Sign)*	*(Date*

DNP Community Content Expert / Clinical Agency

(Print)	*(Sign)*	*(Date*

Site Name:

Site Address:

City, State, Zip

Location Phone #

Valdosta State University
College of Nursing and Health Sciences

DNP Community Content Expert:

Thank you for your willingness to assist the Valdosta State Doctor of Nursing Practice (DNP) student in a practical experience. The role of the DNP Community Content Expert is to assist the student in implementing a scholarly project. External Experts may be contacted by Valdosta State University nursing faculty for student progress.

Name of DNP Student:

_____

Title of DNP Project:

_____

Name of DNP Community Content Expert: _____

Signature of DNP Community Content Expert: _____

Name of Institution: _____

Highest degree earned (Ex: DNP, PhD, MD) _____

Current License Number (if applicable) _____

A current CV or resume must be provided for the External Expert

To be completed by DNP Program Director:
I verify the above listed DNP Community Content Expert is qualified to assist the DNP student in project completion.

Print name of DNP Program Director_____

Signature of DNP Program Director _____