



GARDNER-WEBB
UNIVERSITY

HUNT SCHOOL *of* NURSING

**Master of Science in Nursing
Student Handbook**

2020-2021

About this handbook:

This Student Handbook is designed to provide students seeking a Master of Science in Nursing degree with helpful information and resources, and as such is designed for currently enrolled MSN students. In addition to the contents of this handbook, students should also be familiar with the content and policies in the *Gardner-Webb University Academic Catalog*. Any program revisions made within the current academic year will be communicated to students through University email and/or posted in the MSN Community in Blackboard.

Table of Contents

<i>Gardner-Webb University Hunt School of Nursing</i>	7
1.1 History	7
1.2 Hunt School of Nursing Mission Statement.....	7
1.3 Philosophy	7
1.4 Overall Goals.....	8
1.5 Programs	8
1.6 Program Accreditation.....	8
1.7 Professional Standards	9
<i>Hunt School of Nursing Contact Information</i>	10
Dean and Chairs.....	10
Coordinators.....	10
Faculty.....	11
Staff	12
<i>Master of Science in Nursing Academic Program</i>	13
3.1 Master of Science in Nursing Program Options.....	13
3.2 MSN Program Outcomes	13
3.3 MSN Student Learning Outcomes.....	14
3.4 MSN Curriculum	15
3.4.1 Required Common Core for a MSN Degree	15
3.4.2 Required Courses by Option.....	15
3.4.3 MSN/MBA Curriculum	16
3.5 Courses Required for Certificate Options.....	16
3.6 MSN Program Options Course Sequence	17
3.7 MSN Program Options Course Sequence for RNs with Baccalaureate Degree in Another Field ..	18
3.8 MSN Program Completion Rates	19
<i>Master of Science in Nursing Administration and Nursing Education Program Options</i>	20
4.1 Thesis/Project	20
4.2 Practicum.....	20
4.2.1 Practicum Preceptor Responsibilities	21
4.2.2 Student Responsibilities.....	21
4.2.3 Faculty Responsibilities.....	22
<i>Master of Science in Nursing Family Nurse Practitioner Program Option</i>	23
5.2 Contracts with Healthcare Facilities	24

5.3 GWU HSON Name Badge and Lab Coat.....	25
5.4 Family Nurse Practitioner Student Responsibilities.....	25
5.5 Family Nurse Practitioner Practicum Course Leader and Course Faculty Responsibilities	28
5.6 Family Nurse Practitioner Preceptor Responsibilities.....	28
MSN Academic Procedures	30
6.1 Academic Advisement	30
6.2 Auditing Nursing Courses.....	30
6.3 Conflict Resolution	30
6.4 Curriculum Associated Expectations of Students	31
6.5 Dismissal from the Program.....	31
6.6 Electronic Device Usage in Classroom and Practicum Experiences.....	31
6.7 Electronic Mail	32
6.8 Graduation Requirements and Application Procedure	32
6.8.1 Requirements for Graduation from the Administration and Education MSN programs	32
6.8.2 Requirements for Graduation from the Family Nurse Practitioner MSN program.....	32
6.9 Information Technology Competencies	32
6.10 Malpractice Insurance	33
6.11 Name and Address Changes.....	33
6.12 Non-Discrimination	33
6.13 Nursing Practice in the Practicum Setting	34
6.13.1 Safe Practice.....	34
6.13.2 Unsafe Practice.....	34
6.13.3 Consequences of Unsafe Practice	34
6.14 Patient Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) ..	35
6.15 Schedule Changes.....	35
6.16 Withdrawal from Courses	35
MSN Academic Policies.....	36
7.1 Appeals Policy.....	36
7.2 Attendance Policy	36
7.3 Behavior Policy for the Hunt School of Nursing.....	37
7.3.1 Expectations of Classroom Behavior.....	37
7.3.2 Practicum Experience Behavior	37
7.3.3 Culture of Civility.....	37
7.3.4 Simulation Laboratory Guidelines	38
7.3.5 Simulation Fiction Contract.....	39

7.4 Criminal Background Check and Drug Screening Policy	39
7.4.1 Criminal Background Check Policy	40
7.4.2 Urine Drug Screen Policy	40
7.5 Exposure Policy	41
7.6 Grading and Progression Policy	41
7.7 Honesty Policy	41
7.8 Interruption in Thesis or Project Continuous Enrollment	42
7.9 Protection Against Blood-Borne Communicable Diseases	42
7.10 Social Media / Electronic Communication	43
7.11 Technical Standards Policy	43
7.12 Testing and Test Review Policy	45
<i>Student Resources: Hunt School of Nursing</i>	47
8.1 Student Organizations	47
8.1.1 Sigma Theta Tau International Honor Society of Nursing– Phi Upsilon	47
<i>Student Resources: Gardner-Webb University</i>	48
9.1 Adjunct Faculty Opportunity in MSN Program	48
9.2 Graduate Assistantships	48
9.3 Textbook Procurement	48
9.4 Support Services	48
<i>Appendix A</i>	49
Preceptor Information Form	49
<i>Appendix B</i>	50
Practicum Facility Agreement	50
<i>Appendix C</i>	51
Patient Information Confidentiality Commitment for Nursing Students	51
<i>Appendix D</i>	53
Confidentiality and Consent Form	53
<i>Appendix E</i>	54
Intent to Precept Form	54
<i>Appendix F</i>	55
Tuition Voucher Policy for Field-Based Preceptors	55
<i>Appendix G</i>	56
Request for Interruption in Thesis or Project Continuous Enrollment Form	56
<i>Appendix H</i>	57

Tuition Discount Application57

MSN Administration and Education students: You need to read the *Patient Information Confidentiality Commitment for Nursing Students* (Appendix C) and then sign, date, and submit the *Confidentiality and Consent Form* (Appendix D) to Amy Heavner, Coordinator of Graduate Nursing Admissions via email (aheavner@gardner-webb.edu) within the first week of classes.

Gardner-Webb University Hunt School of Nursing

The Hunt School of Nursing (HSON) is an integral part of Gardner-Webb University (GWU). The HSON mission, philosophy and outcomes are congruent with and support the value statements of GWU. The HSON and GWU are committed to providing superior education grounded in the Liberal Arts to prepare graduates to make significant contributions for God and Humanity. GWU respects the value and individuality of every student and provides an environment that promotes a strong work ethic, Christian heritage and values, teamwork and personal accountability.

1.1 History

Nursing Education at GWU began in 1965 with the establishment of the Associate Degree Nursing program under the direction of Mrs. Grace C. Lee (1913-2000), who became the first program director. Dr. Shirley Toney and Mrs. Glennie Beam were the first faculty members. In 1982, the RN to BSN Completion program was established. The program was named the Davis Nursing Program in 1995 after becoming affiliated with the Davis Hospital Foundation. The GWU Nursing Department became the School of Nursing in 1995 with Dr. Shirley Toney serving as the first Dean. A Master's in Nursing in Nursing Education and Nursing Administration was established in 2000 with the addition of the Family Nurse Practitioner program in 2013. In 2010, the Traditional Bachelor of Science in Nursing (BSN) and post-master's entry Doctor of Nursing Practice (DNP) programs were added. In 2014, Dr. Jack and Mrs. Ruby Hunt, noted public servants and community supporters, established the Hunt School of Nursing. In 2017, the North Carolina Board of Nursing approved for the HSON to establish an Accelerated Bachelor of Science in Nursing (ABSN) program. In 2019, two post-baccalaureate entry Doctor of Nursing Practice program options for Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner were established.

1.2 Hunt School of Nursing Mission Statement

The mission of the Hunt School of Nursing is to educate individuals to be professional nurses who lead lives of service for God and humanity by promoting health and healing within a diverse global community.

1.3 Philosophy

The person, made in the image of God, is unique and whole, deserving of love and respect. Person is viewed as an individual, family, or population seeking or entitled to optimal health and well-being.

Nursing education is a lifelong process based on a foundation of science and liberal arts, enhanced by a faith-based environment. The nurse, as an independent provider of health care and part of the healing environment, uses science and the caring arts to nurture and promote human wholeness.

Nursing practice reflects a spirit of inquiry that utilizes the knowledge and science emerging from research to translate scholarship to improve healthcare delivery and health outcomes in a variety of clinical settings.

Working collaboratively with the interdisciplinary team, the nurse continually evaluates the quality of care, serves as a leader in the healthcare community, and persistently strives for

personal and professional growth.

1.4 Overall Goals

1. Establish a liberal arts educational environment based on Christian values fostering academic excellence, integrity, and a commitment to lifelong learning.
2. Provide student-centered programs of study based on current national competencies of nursing practice to meet the global healthcare needs of individuals, groups and communities in which holistic nursing practice, Christian caring, critical thinking, and professionalism are modeled.
3. Engage in partnerships with community healthcare facilities in the provision of service learning opportunities for students that include patient-centered care, evidence-based practice, and interdisciplinary collaboration.
4. Graduate a diverse population of students who are prepared to practice patient-centered nursing care that is culturally competent, holistic and professional within the context of a global environment in a manner that influences nursing and healthcare policy and practice.

1.5 Programs

Today, the HSON consists of four programs of study: The Associate of Science in Nursing program (ASN), the Bachelor of Science in Nursing program (Traditional BSN, Accelerated BSN, and Davis Nursing RN to BSN Completion), the Master of Science in Nursing program (MSN), and the Doctor of Nursing Practice program (DNP).

The ASN, Traditional BSN, and Accelerated BSN programs prepare students to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN) as each program is fully approved by the North Carolina Board of Nursing. The ASN program can be completed in two years, the Accelerated BSN program can be completed in four semesters, and the Traditional BSN program can be completed in four years on the main campus in Boiling Springs. The Davis RN to BSN program can be completed in one to two years through distance learning delivery. The MSN program prepares graduate nurses in the specialty areas of Nursing Administration, Nursing Education, and Family Nurse Practitioner. Certificate options in Nursing Administration, Nursing Education, and Family Nurse Practitioner are also available. The BSN to DNP program prepares graduates in the specialty areas Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner. The Post Master's DNP program prepares graduates for leadership roles in a variety of health practice settings including education, administration, and direct care advanced nursing practice and can be completed in two years through an executive format.

1.6 Program Accreditation

All programs within the HSON are nationally accredited. Accreditation has been maintained by the nursing programs at GWU beginning with the provisional accreditation of the ASN program in 1968 and full accreditation in 1970. Since that time, the ASN program has maintained continuous accreditation. The RN to BSN program received initial accreditation in 1985 and has since maintained continuous accreditation. The MSN program received initial accreditation in 2002 with continued accreditation since that time. Initial accreditation was obtained for the Traditional BSN program in 2011. Initial accreditation was obtained for the DNP program in 2012.

Accreditation is maintained through the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, phone: 404-975-5000; additional information may be found on the ACEN website: www.acenursing.org

1.7 Professional Standards

The curricular content for the programs within the HSON are guided by the following professional standards:

1. North Carolina Administrative Code Title 21.
2. South Carolina Code of Laws, Title 40-Professions and Occupations, Chapter 33 Nurses, Article 1 Nurse Practice Act.
3. The American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice*.
4. The AACN *Essentials of Master's Education in Nursing*.
5. The AACN *Essentials of Master's Education for Advanced Practice Nursing*.
6. The AACN *Essentials for Doctoral Education for Advanced Nursing Practice*.
7. The Institute of Medicine (IOM) *Core Competencies for Health Professionals from Health Professions Education: A Bridge to Quality*.
8. The Quality and Safety Education for Nursing (QSEN) *Quality and Safety in Nursing: A Competency Approach to Improving Outcomes*.
9. The National League for Nursing (NLN) *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing*.
10. The National Organization of Nurse Practitioner Faculties *Nurse Practitioner Core Competencies*.

Hunt School of Nursing Contact Information

Hunt School of Nursing

Gardner-Webb University
110 South Main Street
Campus Box 7309
Boiling Springs, NC 28017
Phone: 704-406-3887
Fax: 704-406-3919

College of Health Sciences

315 West College Avenue
Shelby, NC 28152

Dean and Chairs

Tracy Arnold, DNP, RN

Dean

Associate Professor

CoHS 108

704-406-4359

tarnold@gardner-webb.edu

Anna S. Hamrick, DNP, FNP-C, ACHPN

Associate Dean

Associate Professor

CoHS 110

704-406-2460

ashamrick@gardner-webb.edu

Abby Garlock, DNP, RN, LCCE

Chair, Doctoral Nursing Programs

Associate Professor

CoHS 122

704-406-2306

agarlock@gardner-webb.edu

Melissa McNeilly, EdD, MSN, RN

Chair, Pre-Licensure Programs

Assistant Professor

CoHS 112

704-406-2462

mmcneilly1@gardner-webb.edu

Candice Rome, DNP, RN

Chair, Digital Learning Programs

Associate Professor

CoHS 120

704-406-4365

crome@gardner-webb.edu

Coordinators

Sharon Creed-Hall, DNP, RN, CHSE

Simulation Coordinator

Assistant Professor

CoHS 125

704-406-2299

shall@gardner-webb.edu

Tara Hayes, MSN, RN, CNE

RN to BSN Program Coordinator

Instructor

CoHS 129

704-406-3886

trhayes@gardner-webb.edu

Jessica Ivey, EdD, MSN, RNC-OB
ASN Licensure and Program Coordinator
Assistant Professor
CoHS 128
704-406-2573
jivey1@gardner-webb.edu

Ashley Hull, MSN, RN
BSN Licensure and Program Coordinator
Instructor
CoHS 131
704-406-2605
ahull2@gardner-webb.edu

Cindy Miller, PhD, RN
MSN Program Coordinator
Professor
CoHS 114
704-406-4364
mlmiller@gardner-webb.edu

Ashley Isaac-Dockery, DNP, ANP-BC
FNP Program Coordinator
Assistant Professor
CoHS 121
704-406-2459
aisaacdockery@gardner-webb.edu

Kaye Knauff, DNP, FNP, PMHNP
PMHNP Program Coordinator
Assistant Professor
Charlotte Campus
704-406-2679
jknauff@gardner-webb.edu

Sarah Tate, DNP, MSN, RN
Pre-Licensure Clinical Coordinator
Assistant Professor
CoHS 124
704-406-2301
swtate@gardner-webb.edu

Wendy Logue, BSN, RN, MBA
Experiential Lab Coordinator
CoHS 118
704-406-2664
wlogue@gardner-webb.edu

Faculty

Erin Montgomery, DNP, RN
Assistant Professor
CoHS 111
704-406-2418
emontgomery@gardner-webb.edu

Erin Najarian, MSN, RN, ACNP-BC, CCRN
Instructor
CoHS 113
704-406-4361
enajarian@gardner-webb.edu

Nicole Beaver, MSN, RN
Instructor
CoHS 123
704-406-2632
nbeaver@gardner-webb.edu

Brittany Hudgins, EdD, MSN, RN
Assistant Professor
CoHS 116
704-406-2518
bnhudgins@gardner-webb.edu

Tina Lewis, DNP, FNP-C, ACHPN, CEN

Susie Parker MSN, RN, CCRN

Assistant Professor
CoHS 133
704-406-2633
tlewis@gardner-webb.edu

Yvonne Smith, DNP, RN, NCSN, CNE
Assistant Professor
CoHS 127
704-406-2517
ysmith@gardner-webb.edu

Kathy Williams, DNP, RN
Associate Professor
CoHS 126
704-406-2300
kwilliams1@gardner-webb.edu

Instructor
CoHS 132
704-406-3255
Srparker@gardner-webb.edu

Nicole Waters, DNP, RN
COHS Associate Provost
Associate Professor
CoHS 256
704-406-2302
nwaters@gardner-webb.edu

Staff

Marie Davis, BSBA, BSHS
Coordinator of Undergraduate
Nursing Admissions
CoHS 107A
704-406-4360
mdavis26@gardner-webb.edu

Amy Heavner, AS
Coordinator of Graduate
Nursing Admissions
CoHS 177
704-406-2710
aheavner@gardner-webb.edu

Susan Jenkins, BSBA
Clinical Site Specialist for
Nurse Practitioner Programs
CoHS 130
704-406-2551
sjenkin2@gardner-webb.edu

Lydia Murray, AA, BS
Administrative Assistant
CoHS 107B
704-406-3887
lmurray3@gardner-webb.edu

Master of Science in Nursing Academic Program

3.1 Master of Science in Nursing Program Options

The Master of Science in Nursing (MSN) Program at Gardner-Webb University offers three options designed to meet the needs of nurses seeking expanded roles in their profession: Nursing Education, Nursing Administration, and Family Nurse Practitioner. In addition to the three areas of concentrated study, the MSN program offers the MSN/MBA dual degree. Certificate Options in Nursing Administration, Nursing Education and Family Nurse Practitioner are also offered to nurses as an avenue to expand their professional nursing role.

The Nursing Education option is a 36-semester hour course of study in the MSN Program designed to prepare students to become professional educators in an academic or healthcare setting. This program of study allows students the opportunity to enhance their clinical expertise from a theoretical perspective and to apply nursing education and learning principles in practice settings.

The Nursing Administration option is a 36-semester hour course of study in the MSN Program offered in collaboration with the Graduate School of Business. This program of study seeks to prepare the professional nurse for leadership roles in healthcare organizations.

The Family Nurse Practitioner option is a 51-semester hour course of study in the MSN Program designed to prepare advanced practice nurse professionals to provide primary healthcare to individuals and families across the lifespan. Students are educated through didactic and clinical courses preparing them to sit for national certification examination.

The MSN/MBA dual degree program option is a 63-semester hour program. This interdisciplinary program combines nursing leadership with a working knowledge of business and managerial skills.

The Nursing Education Certificate option is a ten (10) hour course of study designed for nurses desiring to assume roles as nurse educators in an academic or clinical setting.

The Nursing Administration Certificate option is a ten (10) hour course of study designed for nurses desiring to expand their professional roles in the area of nursing administration and leadership.

The Post-Master's Family Nurse Practitioner Certificate option is a thirty-six (36) hour course of study designed for master's prepared nurses desiring to provide primary healthcare to individuals and families across the lifespan

3.2 MSN Program Outcomes

The MSN program seeks to meet the following program outcomes:

1. Graduate no less than 70% of students entering the program within 1.5 times the length of the program.

2. Eighty percent of graduates will:
 - a. Express satisfaction with the Master of Science in Nursing Program.
 - b. Be involved in role-related Professional Practice one year following graduation.
 - c. Demonstrate satisfactory nursing practice to their employers.

3.3 MSN Student Learning Outcomes

1. Integrate scientific evidence from nursing, education, and business disciplines for improvement of health outcomes across diverse settings.
 AACN Masters Essential I – Background for Practice from Sciences and Humanities
 AACN Masters Essential IV – Translating and Integrating Scholarship into Practice
 QSEN – Evidence-based Practice, Quality Improvement
 NP Core Competency – Scientific Foundation
 NP Core Competency – Practice Inquiry

2. Demonstrate organizational and systems leadership to promote high quality and safe patient care that emphasizes ethical decision making and effective collaborative partnerships.
 AACN Masters Essential II – Organizational and Systems Leadership
 AACN Masters Essential VI - Health Policy and Advocacy
 AACN Essential VII – Interprofessional Collaboration for Improving Patient and Population Health Outcomes
 QSEN – Quality Improvement, Safety, Teamwork and Collaboration
 NLN Competency – Human Flourishing , Leader and Change Agent
 NP Core Competency – Ethics
 NP Core Competency – Leadership
 NP Core Competency – Health Delivery Systems

3. Apply the methods, performance measures, and standards which promote high quality and safe patient care.
 AACN Masters Essential III – Quality Improvement and Safety
 AACN Master’s Essential V – Informatics and Healthcare Technologies
 QSEN – Quality Improvement, Safety, Informatics
 NLN Competency – Nursing Judgment
 NP Core Competency – Technology and Information Literacy
 NP Core Competency – Policy
 NP Core Competency – Quality

4. Plan, deliver, evaluate, and manage evidence-based, client-centered, and culturally appropriate health care to individuals, families and populations.
 AACN Masters Essential VIII – Clinical Prevention and Population Health for Improving Health
 AACN Masters Essential IX – Masters-Level Nursing Practice

QSEN – Patient-centered Care, Safety, Evidence-based Practice
NLN – Human Flourishing, Professional Identity
NP Core Competency – Independent Practice

3.4 MSN Curriculum

3.4.1 Required Common Core for a MSN Degree

- (1) NURS/NFNP 500 Theoretical Basis for Advanced Practice (3 SH)
- (2) NURS/NFNP 501 Nursing and Healthcare Systems and Issues (3 SH)
- (3) NURS/NFNP 502 Methods of Advanced Research (3 SH)
- (4) NURS/NFNP 504 Statistical Techniques for Graduate Research (3 SH)
- (5) NURS/NFNP 506 Professional Role Development for Advanced Nursing Practice (3 SH)

3.4.2 Required Courses by Option

Nursing Education

- a. NURS 600 The Nurse Educator (3 SH)
- b. NURS 601 Curriculum Theory and Application (3 SH)
- c. NURS 602 Instructional and Evaluation Strategies (3 SH)
- d. NURS 616 Advanced Nursing Specialty Practicum (6 SH)
- e. NURS 610 Thesis/Project (3 SH)
- f. NURS 612 Thesis/Project (3 SH)

Nursing Administration

- a. NURS 606 Nursing Economics and Finance (3 SH)
- b. NURS 607 Administration of Nursing and Healthcare Organizations (3 SH)
- c. BADM 641 Health Care Law and Ethics (3 SH)
- d. NURS 616 Advanced Nursing Specialty Practicum (6 SH)
- e. NURS 610 Thesis/Project (3 SH)
- f. NURS 612 Thesis/Project (3 SH)

Family Nurse Practitioner

- a. NFNP 520 Pathophysiology in Advanced Nursing Practice (3 SH)
- b. NFNP 521 Advanced Health Assessment Across the Lifespan (3 SH)
- c. NFNP 522 Pharmacology for Advanced Nursing Practice (3 SH)
- d. NFNP 620 Primary Health Care of Adults (3 SH)
- e. NFNP 621 Primary Health Care of Adults Practicum (4 SH)
- f. NFNP 622 Primary Health Care of Women in Families (3 SH)
- g. NFNP 623 Primary Health Care of Women in Families Practicum (4 SH)
- h. NFNP 624 Primary Health Care of Children in Families (3 SH)
- i. NFNP 625 Primary Health Care of Children in Families Practicum (4 SH)
- j. NFNP 626 Nurse Practitioner Role Preparation and Transition (3 SH)
- k. NFNP 630 Project (3 SH)

3.4.3 MSN/MBA Curriculum

Dual degree students must apply to the Graduate School as well as to the Graduate School of Business, following the admission requirements of the respective programs, and be accepted to each in order to pursue both degrees. Also, when academic policies and standards differ between the two schools, the policies and standards of the appropriate school apply to the respective portion of the dual degree. Candidates for the dual degree must complete the requirements for both degrees prior to graduation. Should a student choose not to pursue one of the degrees to completion, he or she will be responsible for paying any difference in the per course rate(s) actually charged based on pursuing the dual degree and the rate(s) which would have been charged for courses applied toward the selected degree. The student will also be responsible for repaying any scholarships or grants received based on pursuing a dual degree for which the student would not have been eligible based on the selected degree. Additional financial obligations must be satisfied before the student can be awarded the selected degree. In no case will the University refund money when a student opts out of a dual degree program.

Nursing component, in addition to the required common core:

1. NURS 606 Nursing Economics and Finance (3 SH)
2. NURS 607 Administration of Nursing and Healthcare Organizations (3 SH)
3. NURS 616 Advanced Nursing Specialty Practicum (6 SH)
4. NURS 610 Thesis/Project (3 SH)
5. NURS 612 Thesis/Project (3 SH)

MBA Core Component

Refer to the *GWU Academic Catalog* for information on required courses.

If a person has already completed the MBA degree and wants an MSN/MBA degree he/she must complete the 15 hours of the MSN core, six hours of the Nursing Administration Concentration, six hours of Advanced Nursing Specialty Practicum, and six hours of MSN Thesis/Project. If a person has an MSN degree in Nursing Administration and wants an MSN/MBA degree, he/she must complete 30 hours of the MBA core component.

3.5 Courses Required for Certificate Options

Nursing Education

1. NURS 600 The Nurse Educator (3 SH)
2. NURS 601 Curriculum Theory and Application (3 SH)
3. NURS 602 Instructional and Evaluation Strategies (3 SH)
4. NURS 616 Advanced Nursing Specialty Practicum (1 SH)

Nursing Administration

1. NURS 606 Nursing Economics and Finance (3 SH)
2. NURS 607 Administration of Nursing and Healthcare Organizations (3 SH)
3. BADM 641 Health Care Law and Ethics (3 SH)
4. NURS 616 Advanced Nursing Specialty Practicum (1 SH)

Family Nurse Practitioner

1. NFNP 506 Professional Role Development for Advanced Nursing Practice (3 SH)
2. NFNP 520 Pathophysiology in Advanced Nursing Practice (3 SH)
3. NFNP 521 Advanced Health Assessment Across the Lifespan (3 SH)
4. NFNP 522 Pharmacology for Advanced Nursing Practice (3 SH)
5. NFNP 620 Primary Health Care of Adults (3 SH)
6. NFNP 621 Primary Health Care of Adults Practicum (4 SH)
7. NFNP 622 Primary Health Care of Women in Families (3 SH)
8. NFNP 623 Primary Health Care of Women in Families Practicum (4 SH)
9. NFNP 624 Primary Health Care of Children in Families (3 SH)
10. NFNP 625 Primary Health Care of Children in Families Practicum (4 SH)
11. NFNP 626 Nurse Practitioner Role Preparation and Transition (3 SH)

3.6 MSN Program Options Course Sequence

Nursing Education Option		
SEMESTER	FALL ENROLLMENT	SPRING ENROLLMENT
FALL	NURS 500 NURS 501	
SPRING	NURS 502 NURS 600	NURS 500 NURS 600
SUMMER	NURS 504 NURS 602	NURS 504 NURS 602
FALL	NURS 601 NURS 506	NURS 601 NURS 506
SPRING	NURS 610 NURS 616	NURS 502 NURS 501
SUMMER	NURS 612 NURS 616	NURS 610 NURS 616
FALL		NURS 612 NURS 616

Nursing Administration Option		
SEMESTER	FALL ENROLLMENT	SPRING ENROLLMENT
FALL	NURS 500 NURS 501	
SPRING	NURS 502 NURS 607	NURS 500 NURS 501
SUMMER	NURS 504 BADM 641	NURS 504 BADM 641
FALL	NURS 606 NURS 506	NURS 606 NURS 506

SPRING	NURS 610 NURS 616	NURS 502 NURS 607
SUMMER	NURS 612 NURS 616	NURS 610 NURS 616
FALL		NURS 612 NURS 616

Family Nurse Practitioner Option	
SEMESTER	FALL ENROLLMENT
FALL	NFNP 500 NFNP 501
SPRING	NFNP 502 NFNP 520
SUMMER	NFNP 504 NFNP 521
FALL	NFNP 506 NFNP 522
SPRING	NFNP 620 NFNP 621
SUMMER	NFNP 622 NFNP 623
FALL	NFNP 624 NFNP 625
SPRING	NFNP 626 NFNP 630

3.7 MSN Program Options Course Sequence for RNs with Baccalaureate Degree in Another Field

MSN – Family Nurse Practitioner	
Prior to admission into the MSN-FNP Program students must have completed equivalent of NUR 312 and NUR 412.	
SEMESTER	FALL ENROLLMENT
FALL	NFNP 500 NFNP 501
SPRING	NFNP 502 NFNP 520
SUMMER	NFNP 504 NFNP 521
FALL	NFNP 506 NFNP 522
SPRING	NFNP 620 NFNP 621
SUMMER	NFNP 622 NFNP 623

FALL	NFNP 624 NFNP 625
SPRING	NFNP 626 NFNP 630

3.8 MSN Program Completion Rates

MSN				
Class of	2017	2018	2019	2020
Completion Rate	43.6%	39%	67%	Pending
Certification Pass Rates				
- Nursing Education Option	NA	NA	NA	NA
- Nursing Administration Option	NA	NA	NA	NA
- Family Nurse Practitioner Option				
American Association of Nurse Practitioners (AANP)	80%	100%	82%	95%
American Nurses Credentialing Center (ANCC)	NA	NA	86%	Pending
- Post-Masters Certificate Family Nurse Practitioner Option				
American Association of Nurse Practitioners (AANP)	100%	100%	25%	100%
American Nurses Credentialing Center (ANCC)	NA	NA	100%	Pending

Master of Science in Nursing Administration and Nursing Education Program Options

4.1 Thesis/Project

Students enrolled in the MSN Nursing Administration or Nursing Education track will complete a thesis or project as part of graduation requirements. Each student will be assigned to a thesis/project advisor. Nursing 610 and 612 (619 if needed) culminate in a written thesis/project document as well as a poster presentation, both of which are required for graduation. **Students are only allowed one continuous break of up to two semesters in the thesis/project course sequence, which must be approved by the Program Chair prior to taking the break.** Refer to the *Request for Interruption in Thesis or Project Continuous Enrollment Form* (Appendix G) to request a break in thesis/project course sequence.

Any student enrolled in NURS 610/612/619 must submit an approved assignment draft for their thesis or project each semester to earn a grade of “Pass” in the course for that semester. The due dates are as follows: November 1 for fall semesters, April 1 for spring semesters, and July 8 for summer semesters. The final draft of the completed paper and poster will be due two weeks prior to Scholars Day. Failure of the student to submit a completed draft by the above dates will result in earning a grade of “Fail” in the course for the semester.

4.2 Practicum

The administration and education tracks in the MSN program are offered in the online format. There are two practicum courses (NURS 616 – two courses, each for three semester hours of credit) in the curriculum. The Advanced Nursing Specialty Practicum affords the student the opportunity to apply acquired theoretical knowledge in the practice setting. In the practicum experience, the student assumes a participative role in activities related to either nursing education or administration. It is not an observational experience. The practicum experiences should be based on best practice as evidenced by current literature and professional competencies. The student is expected to demonstrate professionalism, collaboration, and leadership in negotiating with potential preceptors and facility personnel for an appropriate practicum experience. Information regarding practicum is subject to change as needed. Students should refer to the practicum course syllabus for the most current information.

All practicum hours will be under the direction of an approved preceptor. The preceptor must have a minimum of a master’s degree and experience in the appropriate area of concentration. Students may choose a preceptor in their geographical area with guidance from the Hunt School of Nursing course professor. The acquisition of preceptors to supervise practicum experiences is the responsibility of the student. GWU nursing faculty assigned to the course will supervise preceptors and students under their direction and assess student performance in conjunction with preceptor feedback. A student may not select a preceptor who is their immediate supervisor or someone who works in the same area. The student may not be functioning as an employee during the time he/she is accumulating practicum hours. The student may not be involved in any practicum activities related to his/her current position and may not receive any compensation for any activities performed during the practicum experience.

All students are required to wear a GWU MSN Student ID badge to appropriately identify their role when participating in any practicum experiences, even if it is at their own facility. This will allow the student to be more easily recognized in the MSN student role when in the practicum setting. If the student is completing a practicum in South Carolina or in a state or facility requiring a picture ID badge, the student must arrange to have a picture ID for their GWU student badge. The photo Student ID can be made at the security office on campus. If coming to GWU is not possible, the student must make arrangements for a picture ID.

4.2.1 Practicum Preceptor Responsibilities

1. Complete and sign Preceptor Information Sheet and provide copy of current CV/resume.
2. Secure appropriate signature on Practicum Facility Agreement form and return to student.
3. Review course syllabus and student learning objectives with student.
4. Coordinate learning experiences to meet course objectives and student learning objectives for practicum. The preceptor is not required to spend every practicum hour with the MSN student. Facilitating meaningful experiences that relate to learning objectives with other healthcare professionals is appropriate.
5. Review document checklist.
6. Contact faculty member regarding concerns or difficulties.
7. Provide feedback to student regarding achievement of goals.
8. Participate in a mid-semester conference with faculty member and student.
9. Provide written feedback to faculty regarding student achievement via the Preceptor Assessment of Graduate Student form. The form should be completed and emailed to the course faculty member or faxed to 704-406-3919. This form should not be returned to the student.

4.2.2 Student Responsibilities

Students are required to complete the following prior to beginning the practicum experience:

1. Select a practicum facility.
2. Select a Master's prepared preceptor at the practicum facility.
3. Have the preceptor complete the *Preceptor Information Form* (Appendix A).
4. Request a copy of the preceptor's current resume or curriculum vitae and submit to the HSON.
5. Give a copy of the *Practicum Facility Agreement* (Appendix B) to the preceptor for completion by the person authorized to approve student practicum experiences.
6. Turn in the preceptor form, resume, and facility agreement to your GWU professor **AND** the Amy Heavner, Coordinator of Graduate Nursing Admissions via email (aheavner@gardner-webb.edu).
7. Request a GWU MSN student ID badge. For this request, send your student ID number and mailing address to Amy Heavner, Coordinator of Graduate Nursing Admissions via email (aheavner@gardner-webb.edu).
8. Complete the CITI Health Information Privacy and Security (HIPS) for Clinicians course and submit documentation to your GWU professor.

9. Comply with all regulations of the practicum facility and submit required evidence to the facility. This may include such things as OSHA training, drug screening, criminal background check, PPD testing, immunizations, etc. All requirements must be met, and the student is responsible for any associated costs.

Once the practicum experience begins, the student is expected to:

1. Provide the preceptor with a copy of the course syllabus, Practicum Facility Agreement Form, Responsibilities for Practicum Experience handout, Preceptor Orientation Handout, Preceptor Information Form, and Preceptor Assessment of Graduate Student evaluation form.
2. Provide the student's current CV/resume to preceptor.
3. Review student learning objectives for the practicum with the preceptor.
4. Wear a GWU MSN student ID badge at all times.
5. Negotiate learning experiences with the preceptor.
6. Seek advice and guidance from the preceptor and faculty.
7. Meet with or contact the course preceptor as needed to insure completion of objectives/access to site.
8. Record all practicum experience hours on the Clinical Log Hour Summary Report. Examples of practicum experience hours may include: Actual time spent involved in activities at the practicum facility and meetings with the preceptor. Things such as time spent writing the journal entries, reading in preparation for the practicum experience, and travel time cannot be counted toward practicum hours.
9. Arrange a conference call or site visit between the student, preceptor and practicum faculty member to occur mid-semester as indicated on the course calendar.
10. Complete evaluation of preceptor and facility form and submit to professor.

4.2.3 Faculty Responsibilities

1. Approve preceptor and site. Students cannot not begin practicum activities until faculty member has approved the preceptor qualifications, the clinical site and has received all necessary documentation.
2. Review required documents for practicum experience, including Practicum Facility Agreement, Preceptor Information form, Preceptor's CV/resume, proof of completed Health Information and Privacy and Security (HIPS) course.
3. Evaluate learning experience through completed assignments and conference with preceptor and student.
4. Collaborate with preceptor and student in provision and evaluation of practicum experiences.
5. Provide feedback to student in a timely manner as needed.

Master of Science in Nursing Family Nurse Practitioner Program Option

5.1 Master of Science in Nursing Family Nurse Practitioner Course Sequence

Semester	Course Number	Delivery Method	Course Name	SH	Practicum Hours
Fall	NFNP 500	Online	Theoretical Basis for Advanced Practice	3	
	NFNP 501	Online	Nursing and Healthcare Systems and Issues	3	
Spring	NFNP 502	Online	Methods of Advanced Research	3	
	NFNP 520	Hybrid	Pathophysiology in Advanced Nursing Practice	3	
Summer	NFNP 504	Online	Statistical Techniques for Graduate Research	3	
	NFNP 521	Hybrid	Advanced Health Assessment Across the Lifespan	3	
Fall	NFNP 506	Online	Professional Role Development for Advanced Nursing Practice	3	
	NFNP 522	Hybrid	Pharmacology for Advanced Nursing Practice	3	
Spring	NFNP 620	Hybrid	Primary Health Care of Adults	3	
	NFNP 621	Practicum	Primary Health Care of Adults Practicum	4	160
Summer	NFNP 622	Hybrid	Primary Health Care of Women in Families	3	
	NFNP 623	Practicum	Primary Health Care of Women in Families Practicum	4	160
Fall	NFNP 624	Hybrid	Primary Health Care of Children in Families	3	
	NFNP 625	Practicum	Primary Health Care of Children in Families Practicum	4	160
Spring	NFNP 626	Hybrid	Nurse Practitioner Role Preparation and Transition	3	150
	NFNP 630	Online	Project	3	
			TOTAL:	51	630

Due to COVID-19, the total number of clinical practicum hours for the MSN-FNP Class of May 2021 is reduced from 640 hours to 500 hours.

The FNP curriculum is offered in the intensive format utilizing hybrid classes. Foundational MSN courses, NFNP 500, 501, 502, 504, and 506 are offered in the online format. The FNP didactic courses are offered in the hybrid format utilizing both face to face and online classroom activity. These courses will meet periodically throughout the semester in the classroom setting at Gardner-Webb University in Boiling Springs and utilize Blackboard for online teaching.

Four courses in the Family Nurse Practitioner Track provide the student with the opportunity to apply what they have learned in their theoretical didactic courses. **The student's practicum experience is not an observation experience but a participative experience.** Students should engage in various activities at the clinical facility chosen for their practicum experience. The FNP students need to complete the assigned number of practicum hours for each of the following courses for a total of 630 practicum hours:

NFNP 621	Primary Health Care of Adults Practicum	160
NFNP 623	Primary Health Care of Women in Families Practicum	160
NFNP 625	Primary Health Care of Children in Families Practicum	160
NFNP 636	Nurse Practitioner Role Preparation and Transition	150
	TOTAL	*500

**Due to COVID-19, the total number of clinical practicum hours for the MSN-FNP Class of May 2021 is reduced from 640 hours to 500 hours.*

All clinical/practicum hours will be under the direction of an approved Nurse Practitioner, Physician Assistant, Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) in the following areas of practice: Health Assessment, Gerontology, Primary Healthcare of Adults, Women's Healthcare and Children's Healthcare. The student must utilize at least one Nurse Practitioner while in the FNP Program to serve as their preceptor. GWU Nursing Faculty will supervise preceptors and students under their direction and assess student performance in conjunction with preceptor feedback.

Students may identify potential preceptors in their geographic area and work with the College of Health Sciences Clinical Site Specialist and the FNP Director on establishing new affiliation agreements. While the HSON will identify practitioners in the immediate and surrounding area that have expressed interest in supervising FNP students, the acquisition and negotiation of preceptors to supervise practicum experiences is the joint responsibility of the FNP student and the HSON. All clinical sites and practicum preceptors must be approved by the HSON. Failure to obtain a clinical/practicum preceptor for a specific course may result in delay or extension of your program of study. GWU Nursing Faculty assigned to the course will supervise preceptors and students under their direction and assess student performance in conjunction with preceptor feedback. Information regarding FNP practicum is subject to change as needed. Students should refer to the practicum course syllabus for the most current information.

5.2 Contracts with Healthcare Facilities

The HSON has contracts with over 450 health care facilities. Students may choose a site that is not covered by existing contracts by working with the CoHS Clinical Site Specialist. It is the student's responsibility to meet the facility's requirement for students regarding immunizations, drug

screens, OSHA competencies, BCLS, computer access, etc. Students should utilize the appropriate chain of command at the health care or educational facility, which may require contacting personnel responsible for approving and/or scheduling students at the facility. It is important that the facility is aware of who is using the facility for education purposes, even if it is their own employee. This is important for ensuring patient safety and for accreditation of their facility. GWU must have an active affiliation agreement with any and all facilities students enter as an FNP student. Students are responsible for meeting facility requirements of all facilities they enter as an FNP student.

5.3 GWU HSON Name Badge and Lab Coat

The GWU Student name badge with picture identification and lab coat must be worn during practicum experiences to identify the student as a Family Nurse Practitioner student at Gardner-Webb University, even if the student is employed at the practicum facility. Identification as a GWU FNP Student will allow others to more easily identify times when the student is in the GWU FNP student role. Students are expected to adhere to the facility dress code.

5.4 Family Nurse Practitioner Student Responsibilities

The FNP student clinical placement site and preceptor should be arranged based on course learning objectives. After receiving approval of their site and preceptor by the CoHS Clinical Site Specialist, students are expected to plan their clinical schedules with their preceptor/s in order to fulfill the time and experience requirements of the course. Information regarding the clinical course expectations and the types of clinical experiences needed to achieve the student learning objectives are provided to the student and preceptor in the course syllabus.

Students must complete/submit the following prior to beginning the practicum experience:

- 1. Review the *Patient Information Confidentiality Commitment for Nursing Students* statement (Appendix C), then sign and submit the *Confidentiality and Consent Form* (Appendix D) from the MSN Handbook.**
- 2. FNP Intent to Precept Form**
 - a. This document is to be completed by the student and preceptor.
 - b. A copy of the preceptor's resume and/or curriculum vitae (CV) must be submitted electronically.
- 3. Preceptor and Clinical Site Request via Typhon**
 - a. Typhon NPST is a Clinical Documentation System utilized by the Hunt School of Nursing for Family Nurse Practitioner students. Students will be charged an \$90 onetime fee for Typhon and receive access to Typhon in their second year of studies.
 - b. FNP Students must enter new Preceptor and Clinical Site Requests via Typhon NPST. <http://www.typhongroup.net/gardner-webb/>
 - c. The College of Health Sciences Clinical Site Specialist, Mrs. Susan Jenkins, should be contacted for any questions regarding these procedures at sjenkin1@gardner-webb.edu

4. FNP Clinical Passport Information – Required Annually Starting the Second Year

- a. **All documents will be filed electronically via Typhon NPST.**
- b. Criminal Background Check – See information below.
- c. 12 Panel Urine Drug Screen – Conducted on campus during Summer semester.
 - i. Includes THC, Opiates, Amphetamines, Benzodiazepines, Cocaine, PCP, Barbiturates
- d. Tetanus Booster (within the past 10 years)
- e. Measles/Rubeola Immunization (or serologic confirmation of immunity)
- f. Rubella Immunization (or serologic confirmation of immunity)
- g. Mumps Immunization (or serologic confirmation of immunity)
- h. Varicella Immunization (or serologic confirmation of immunity)
- i. Hepatitis B Series of 3 Immunizations (or serologic confirmation of immunity) or Declination Form
- j. PPD (within the past 12 months) OR Chest X-Ray Results
- k. Influenza Vaccination or Declination Form
- l. OSHA/Bloodborne Pathogens Training
- m. Basic Life Support (BLS)
- n. HIPAA Training

Students are required to monitor Typhon Clinical Passports and update any expired credentials. Students must confirm that a current *Clinical Affiliation Agreement* is in place between Gardner-Webb University and the practicum clinical facility (and any affiliates) prior to beginning clinical experiences.

During clinical practicum experiences students must:

1. **Wear a GWU FNP student ID badge and lab coat** at all times. GWU Student ID badges can be obtained through Gardner-Webb University Campus Police.
2. **Negotiate learning experiences with preceptor.**
3. **Seek advice and guidance** from preceptor and faculty.
4. **Meet with or contact the preceptor** as needed to insure completion of objectives/access to site.
5. **Record all practicum experience encounters and skills as delineated in the course syllabi.**

Criminal Background Check and Urine Drug Screen for Family Nurse Practitioner Students

Current criminal background check must be renewed every two years. GWU HSON reserves the right to conduct random urine drug screens or criminal background checks if indicated. Students should visit the link below for instructions on how and where to obtain the criminal background check. Results will automatically be forwarded to the HSON by the company.

Criminal Background Checks should be obtained via: <https://www.castlebranch.com/>

1. In “Place Order” enter package code for your school:
 - a. (Undergraduate-GA96, Graduate-**GA98**, RN-BSN- GA99).
2. Click “Go” and follow instructions.

As a condition of participation in practicum educational experiences, each student will be required to submit a satisfactory urine drug screen and criminal record history for all states of residence for the past ten years.

1. Prior to full acceptance, students in the HSON must submit current, official, satisfactory Criminal Background Check results from the STATE in which they reside AND any other state lived in during the past ten years.
2. Students must submit a satisfactory 12-panel drug screen prior to attending clinical or practicum experiences as a part of their educational experience in the HSON. Students may be asked to provide a current drug screening analysis associated with ongoing clinical or practicum experiences.
3. Students will be required to sign a consent form that allows for disclosure of information related to criminal records or drug screen results to the NCBON, and any clinical agency under contract with GWU HSON.
4. Students may contract with a private or local physician or other healthcare facility to obtain a chain of custody 12-substance drug screening. Criminal background record histories may be obtained through established Internet companies or State Law Enforcement Agencies. Students are responsible for all costs associated with drug screening and criminal background record checks.
5. A designated HSON faculty committee for recommendations will evaluate criminal record histories that indicate an offense or drug screenings with confirmed positive results for controlled substances. The committee will review all reports and may interview the student. The faculty committee is composed of three members representing pre-licensure, post-licensure, and graduate programs appointed by the Dean of the HSON. The responsibility of the committee is to evaluate information obtained from the students' criminal record history, drug screening, and student interview. The following criteria will be used to guide the evaluation of an unsatisfactory criminal background history:
 - a. Severity and nature of offense as it applies to nursing.
 - b. Date of offense.
 - c. Comparison of offense to any established statutory law.
 - d. Verification of offense through public records.
 - e. Student responsibility and punishment associated with the offense.

The following criteria will be used to guide the evaluation of a positive drug screening result:

1. Valid and verified physician prescription for substance.
2. Dosage and treatment regimen according to physician orders.
3. Use of illegal substance.

The final decision of the committee will be communicated to the student in writing with sanctions including but not limited to:

1. Dismissal from the clinical site and/or the nursing program.
2. Notification to the NCBON.
3. Referral for counseling.

4. Other appropriate measures.

Following notification of the committee's decision, the student can choose to accept the sanctions, leave the program pending confirmation testing, or appeal through standard GWU procedure. All costs incurred for confirmation drug screening procedures are the student's responsibility.

5.5 Family Nurse Practitioner Practicum Course Leader and Course Faculty Responsibilities

After the clinical site placements have been secured, the course leader will collaborate with the CoHS Clinical Site Specialist in communicating with the student's preceptor to provide orientation to the preceptor regarding the course learning objectives, University contact information, and helpful preceptor information.

The course faculty member assumes overall responsibility for the clinical component of the clinical course and works closely with the students, course faculty, and preceptors to assist students in achieving the course objectives.

The faculty responsible for the course will continue to communicate with the student and clinical preceptors through phone conversations, emails and / or site visits. The frequency of contact will vary according to the needs of the students and the clinical site. Formative evaluations are ongoing throughout the semester and a final summative evaluation is completed at the end of each semester. The faculty member will make a minimum of one site visit (within 75-mile radius) to each student in the course during the semester.

1. **Confirm** preceptor and site.
2. **Collaborate** with preceptor and student in provision and evaluation of clinical/practicum experiences.
3. Provide **feedback** in a timely manner as needed.
4. Provide **oversight** of the experience through site visits, telephone conferences and electronic communication with the preceptor and student.
5. **Monitor** student documentation of clinical experiences.
6. **Communicate** with the student and the preceptor regularly.
7. **Evaluate** the student's overall performance in conjunction with the preceptor.

5.6 Family Nurse Practitioner Preceptor Responsibilities

The preceptor validates the student's ability to apply theoretical content in the clinical setting through student observation. The preceptor guides the student as they gradually become responsible for assessment, diagnosis, treatment, health care evaluation and monitoring, health promotion and counseling that form the basis of FNP practice. Preceptor supervision of students includes direct observation, review of written documentation, and verbal review of clinical management decisions. In addition, ongoing and immediate informal feedback of the student's performance in the clinical setting is helpful in addressing the student's strengths and weaknesses in clinical skills and decision making required in advanced nursing practice.

Preceptors in clinical practicum for FNP students must:

1. Be nationally certified as an advanced practice nurse, nurse midwife, physician assistant or be a board eligible/certified physician.
2. Hold current licensure as an advanced practice nurse, nurse midwife, physician assistant or physician in the state the practicum facility resides.

3. Possess at least one year of clinical experience following professional education as an advanced practice nurse, nurse midwife, physician assistant or physician.
4. Complete the **FNP Intent to Precept Form** (Appendix E).
5. Provide current copies of Curriculum Vitae or Resume.
6. Assist student in securing facility permission for student's clinical/practicum experience. Assure current *Clinical Affiliation Agreement* is in place between GWU and clinical agency prior to student beginning clinical practicum.
7. Provide student direction in meeting facility's requirements for students.
8. Review course syllabus and learning objectives.
9. Provide students with opportunities to apply and advance their ability in health assessment, maintenance, and education, and assist with the care management of selected clients through coordination of learning experiences designed to meet course objectives and student learning objectives (outcomes) for practicum.
10. Act as a role-model in collaborative physician-advanced practice nurse practice.
11. Provide patient-student interaction while being available for consultation and review of patient history and physical examination, differential diagnosis, laboratory findings, working diagnoses and treatment plans.
12. Contact faculty regarding actual or potential problems, concerns or difficulties.
13. Provide validation/feedback regarding student assessment, clinical decision making and documentation of health care.
14. Collaborate with faculty and student in the provision of learning activities appropriate to the clinical objectives.
15. Provide ongoing feedback to the faculty member regarding student performance, progress, strengths and weaknesses and any modifications of learning experiences.
16. Complete the Clinical Practicum Evaluation via Typhon NPST.

When your preceptor agrees to serve as a preceptor, their demographic information and hours that they precept students are maintained by the Hunt School of Nursing. At the completion of the semester, your preceptor will receive a certificate and a letter noting the number of clinical hours that they served as preceptor for the GWU Family Nurse Practitioner student. These documented preceptorship hours are often useful for recertification purposes for the preceptor. Preceptors may also be eligible for a Tuition Voucher from Gardner-Webb University (refer to the Tuition Voucher for Field-Based Preceptors, Appendix F).

MSN Academic Procedures

6.1 Academic Advisement

Students are registered for their first semester of courses upon admission. *Students are expected to review the required course of study for their concentration at the time of enrollment.*

The following semester students are responsible for communicating with their assigned Academic Advisor who will advise them on the courses being offered the next semester, the courses they need, and their personal identification number (PIN). Students are responsible for registering for their classes utilizing their PIN through WebbConnect. Advising takes place once each semester prior to registration beginning. Students are advised in the Fall for Spring registration and in the Spring for Summer and Fall. Faculty email advising materials and it is in the student's best interest to communicate with their advisor especially during this pre-registration period. The advisor can then review the student record and anticipate possible areas of concern or discussion based on the student's work and grade point average. The final responsibility for meeting degree requirements rests with the student. Students are expected to get a degree evaluation online through WebbConnect to assess their ongoing progress toward degree completion. **Students enrolled in the Nursing Education and Nursing Administration tracks must complete the program within six years of the initial program start date.**

6.2 Auditing Nursing Courses

Nursing courses may be audited under special circumstances by students enrolled in the MSN program. Individuals who audit should have the approval of the course professor and the Chair. Auditing an entire course requires a fee per course to be paid to GWU. Further information regarding fees may be obtained from the Business Office. Any person who requests to audit a course must have already taken the course or its equivalent and received a satisfactory grade. The number of auditing students and activities available may be limited by enrollment in the program or other pertinent factors. For more information about auditing courses students should refer to the *GWU Academic Catalog*. The auditing student should complete all course requirements, with the exception of tests and examinations. Practicum, Thesis, and Project courses cannot be audited.

6.3 Conflict Resolution

If a student encounters conflicts or concerns in a nursing class, lab, or practicum area., the student should *first* approach the faculty member involved in the class, lab, or practicum experience. If an acceptable resolution is not achieved, the student should follow the hierarchical listing below:

- (1) Course Professor
- (2) Program Chair
- (3) Associate Dean, Hunt School of Nursing
- (4) Dean, Hunt School of Nursing
- (5) Dean, Gayle Bolt Price School of Graduate Studies

6.4 Curriculum Associated Expectations of Students

All written work for courses must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association*. Nursing students, because of their participation in the lives of others, are expected to follow the American Nurses Association (ANA) Code of Ethics, as well as the Gardner-Webb University Honor Code. Students are expected to consult with a faculty member when encountering ethical questions or concerns in practice.

6.5 Dismissal from the Program

The HSON Administration reserves the right to dismiss from the program any student who fails to meet academic and/or non-academic behavioral, attitudinal, ethical, and/or practice standards. Further, students who present physical or emotional problems which conflict with safety essential to nursing practice and do not respond to appropriate treatment or counseling within a reasonable period of time will be dismissed from the program. Students will be dismissed if they demonstrate behavior that is a threat to public health and safety. Unsatisfactory behavior may consist of a pattern of behavior or performance or a single incident, depending on the incident. Dismissal may occur at any point in any course in the program, which includes immediate dismissal if indicated.

6.6 Electronic Device Usage in Classroom and Practicum Experiences

The following guidelines apply:

1. Professional behavior and proper netiquette should be observed at all times when using electronic devices, such as cell phones, iPads, iPods, and laptops.
2. Electronic devices may be used only when authorized by faculty for educational activities, not for personal use.
3. No personal phone conversations or texting is allowed at any time during classroom and practicum experiences. Electronic devices should be placed in “airplane mode”. **A written warning will be given for the first violation of using an electronic device for socializing during practicum hours. A practicum failure will be given for the second violation.**
4. Students are expected to have their electronic device turned off if the agency policy requires, and go to an area designated for electronic device usage when accessing electronic information.
5. Be respectful to the patient at all times and ensure your entire attention is focused on the patient. If you must access information on an electronic device while providing patient care, be sure to apologize for the interruption in care and explain how this will benefit their care.
6. The use of an electronic device allows you to retrieve information quickly and unobtrusively. You must protect the confidentiality of patient information at all times in accordance with HIPAA.
7. Faculty, preceptors, or agency staff may ask to see what programs you are accessing on your electronic device at any time.
8. Keep careful physical control of the electronic device at all times. GWU and the HSON are not responsible for any lost or stolen electronic devices a student may bring to class or practicum experiences.
9. Bring your electronic device to class and practicum, as required. Ensure it is charged.

10. Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens so may electronic devices. Be sure to disinfect and decontaminate them as needed.

11. Students who violate patient privacy with an electronic device will be subject to HIPAA infractions by the practicum agency and may face dismissal from the nursing program.

6.7 Electronic Mail

Most communication between faculty members and students occurs via email. Faculty will contact students at their assigned GWU email address and through the Blackboard Course Messaging System. Students should check their GWU email and Blackboard Course Messaging System several times each week. Do not share your passwords with others.

6.8 Graduation Requirements and Application Procedure

All students must apply online for graduation the semester prior to completing degree requirements. Students are responsible for applying online for graduation through WebbConnect. A graduation fee will be applied to the student’s account upon applying for graduation. Students who fail to meet graduation requirements in the semester they apply for graduation are required to reapply for graduation the next semester they plan to graduate.

6.8.1 Requirements for Graduation from the Administration and Education MSN programs

1. Satisfactory completion of all required courses.
2. Completion of a thesis or project and poster presentation.
3. Submission of online application for graduation by the designated date.

6.8.2 Requirements for Graduation from the Family Nurse Practitioner MSN program

1. Satisfactory completion of all required courses.
2. Submit online application for graduation by the designated date.

All students enrolled in certificate programs must also apply for graduation the semester before completion of certificate requirements.

6.9 Information Technology Competencies

Competency	Placement	Student Outcome
Use basic email <ul style="list-style-type: none"> • Send-receive email • Send attachments 	Prerequisite	Students will utilize email in communication with peers, faculty, and advisors.
Word processing	Prerequisite	Students will utilize a word processing program to complete written assignments.
Internet	Prerequisite	Students will utilize an internet browser to access and retrieve information.

Advanced Internet		
Blackboard Distance Learning System	Online courses Blackboard orientation and Student user guide	Students will utilize Blackboard to participate in discussion groups, online testing, email and various course assignments.
Web Conferencing (Zoom) <ul style="list-style-type: none"> • Web Camera 	Graduate Students	Students will utilize online web conferencing platform (Zoom) for a variety of live synchronous online interactions.
Typhon NPST (FNP Students Only)	Practicum Courses	FNP students will utilize Typhon NPST for management of practicum requirements and documentation.
ShadowHealth (FNP Students Only)	FNP Courses	FNP students will utilize the virtual patient encounters for developed of advanced health assessment techniques.
Electronic Presentations <ul style="list-style-type: none"> • Slides • Speaker Notes • Audio recording capability • Video recording capability 	Prerequisite	Students will utilize electronic media (PowerPoint, etc.) to support presentations if applicable and appropriate to course content.

6.10 Malpractice Insurance

All students are charged for group malpractice insurance with each practicum course. The group policy carried by the HSON provides student malpractice coverage that applies while in nursing practicum experiences related to nursing courses. Students may contact the Coordinator of Graduate Nursing Admissions, Amy Heavner, if proof of insurance coverage is needed.

6.11 Name and Address Changes

Students need to keep both the University and the HSON informed about changes in their name, address, and telephone number. Changes should immediately be reported through WebbConnect, *Maintain Information*. Students should also notify the Coordinator of Graduate Nursing Admissions, Amy Heavner.

6.12 Non-Discrimination

GWU admits students of any race, color, and national or ethnic origin. GWU nursing students will

care for assigned patients regardless of their race, religion, ethnic background, or pathophysiology.

6.13 Nursing Practice in the Practicum Setting

The faculty members of the HSON have an academic, legal, and ethical responsibility to prepare graduates who are competent, as well as safe to protect the public and healthcare community from unsafe nursing practice. It is within that context that students can be disciplined or dismissed from the HSON for practice or behavior which threatens or has the potential to threaten the safety of a client, family member, another student, faculty member, or healthcare provider.

6.13.1 Safe Practice

To ensure safe nursing practice is maintained and upheld, the student should adhere to the following at all times:

1. Practice according to the current Nurse Practice Act in the state where the practicum is completed.
2. Practice within the guidelines and outcomes of the HSON.
3. Practice within the rules and regulations of affiliating healthcare agencies.
4. Practice within the American Nurses Association (ANA) Code of Ethics.
5. Remain accountable for continuity in preparation, care of patients, and communication.

6.13.2 Unsafe Practice

Students who demonstrate behavior which conflicts with safe nursing practice may be dismissed from the program. Incidents involving unsafe behavior will be considered by the instructor, Chair, Dean, and, if necessary, by other faculty members. Actions will depend upon circumstances, level of student, and actual or potential consequences of the incident.

Unsafe practice includes, but is not limited to, the following:

1. Failure to use the nursing process effectively, demonstrated by such behaviors as a lack of knowledge of the client's diagnoses, treatments, or medications; failure to follow safety precautions for clients such as side rails, restraints, and position of the client; and acts of omission including utilization of correct principles in the implementation of medication.
2. Failure to take nursing action when such action is essential to the health and safety of the client.
3. Performing nursing activities that are detrimental to the health and safety of the client.
4. Attending any GWU HSON learning experience, including clinical, while under the influence of alcohol or drugs.
5. Failure to recognize the influence of one's own attitude, values, beliefs, and behavior on the care of clients.
6. Deliberately giving false or inaccurate information regarding nursing care.
7. Failure to assume responsibility for completing nursing care.
8. Performing interventions without adequate preparation or needed supervision.
9. Performing a breach of confidentiality and/or privacy.

6.13.3 Consequences of Unsafe Practice

The consequences of unsafe practice are determined by the nature of the behavior exhibited and the situation in which it occurs and include the following:

1. Dismissal from the practicum experience.
2. Failing grade for the course.
3. Dismissal from the program.
4. Legal action by clinical facility, patient, or other parties.

6.14 Patient Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA)

Consistent with ethical practice, it is imperative that nursing students maintain the highest level of confidentiality regarding patients to whom they are assigned in accordance with HIPAA of 1996, Public Law 104-191. Students should keep the Health Insurance Portability and Accountability Act (HIPAA) regulations in mind when collecting data. The patient's right to confidentiality and privacy **must be maintained** at all times. Students who violate patient privacy are subject to HIPAA infractions by the practicum agency, possible legal action by other parties, and dismissal from the HSON. All students must read the *Patient Information Confidentiality Commitment for Nursing Students* (Appendix C), sign the *Confidentiality and Consent Form* (Appendix D) and submit it to the Coordinator of Graduate Nursing Admissions, Amy Heavner, at aheavner@gardner-webb.edu

6.15 Schedule Changes

A calendar is provided for each nursing course the first day of class. It is the student's responsibility to follow the schedule as planned. The date, time, and location of learning experiences are subject to unavoidable changes due to inclement weather or other events at the professor's discretion. If schedule changes are necessary, the professor will notify students as soon as possible.

6.16 Withdrawal from Courses

Students should only withdraw from courses after consultation with their advisor and course professor. Withdrawal from courses will impact program progression. Students who must withdraw from courses should proceed through the official withdrawal process via WebbConnect, as stated in the *GWU Academic Catalog*. Students are subject to procedures established by the University for schedule modification deadlines, WP/WF deadlines, and grading deadlines. **It is the student's responsibility to complete all requirements of the withdrawal process with the Registrar's office.** Otherwise, a grade of "F" will be assigned and the student will maintain financial responsibility.

MSN Academic Policies

7.1 Appeals Policy

Students wishing to appeal a grade or program completion time limit must adhere to the policy as outlined in the *GWU Academic Catalog*. Students should first inform the course professor of their intent to appeal.

Students should not contact the faculty member in regard to the appeal while the appeal is in process.

Students will be allowed to continue in the program during the appeal process. If a student's appeal is denied through the University appeals process, the student may be dropped from nursing course rolls. If the student's appeal is granted through the University appeals process, the student will continue without a lapse in study.

7.2 Attendance Policy

In accordance with Gardner-Webb University's academic attendance policy, a student must be present for at least 75% of each scheduled course meetings in order to receive credit for the course. Students should check each course syllabus for more specific course attendance requirements. It is the prerogative of each professor to set a more stringent course attendance policy.

In face-to-face classes attendance will be computed according to the number of class hours and dates of the class meetings. It is the expectation that MSN-FNP students will attend all on-campus sessions. All MSN students are expected to be present for all scheduled practicum experiences. A tentative schedule for completion of clinical practicum hours should be approved by preceptors in writing by the second week of the semester. Changes in the schedule are permitted as necessary and approved by the preceptors and student. Students are expected to adhere to scheduled clinical days and approach scheduled clinical days as they would any type of employment with plans in place for sick children, etc. Preceptors should be contacted before any missed clinical practicum. The student is responsible for making arrangement with the preceptor to reschedule missed clinical practicums. Students must notify professors of any changes or absences immediately through GWU email.

In an online course attendance will be determined by activity in the class. An absence of activity during any week (example Monday to Sunday) will count as an absence for the period of measuring attendance. Activity may include such things as email correspondence, discussion board postings, submitted assignments, and assessments.

Make-up work and any associated penalties are at the discretion of the professor and will be explained in the course syllabus. The student is expected to initiate the process and contact the professor prior to any missed course assignments. Make-up will depend upon the reason for missing the work, whether the student followed protocol regarding contacting the professor, nature of the missed experience, and availability of necessary resources.

7.3 Behavior Policy for the Hunt School of Nursing

7.3.1 Expectations of Classroom Behavior

Faculty and nursing students are expected to arrive to all classes on time and be fully prepared to achieve maximum benefit from class time. In preparation for each 1 hour of classroom interaction, students should be prepared to invest 2-3 hours of study, performing reading, writing, research, and activities that may enable them to achieve course objectives successfully. Students are expected to prepare for class discussion to achieve understanding of concepts and principles related to the course. Teaching style encourages student participation and interactions that enhance disciplined thinking about the subject.

Teacher-student interactions require responsibility on the part of the student and teacher to maintain a relationship conducive to learning. The teacher provides a climate that communicates caring, enthusiasm for the subject, and preserves student dignity. Students are encouraged to contribute to classroom learning by asking questions, listening to discussion by peers, and participating in activities that promote understanding of course content. Courtesy and kindness is an expectation of the learning community. Distractions, such as using cell phones or other electronic devices, is prohibited during class time, unless receiving prior professor approval. Students who allow phones to disrupt the class or in any way interfere with an optimum learning experience may be asked to leave the classroom. If the student is removed from the classroom twice, a learning contract will be instituted.

In the online learning environment, students are expected to observe professional and timely netiquette when responding to queries from faculty and peers.

7.3.2 Practicum Experience Behavior

Faculty and nursing students are expected to arrive on time to all practicum experiences, fully prepared to achieve maximum learning. Nursing students are expected to prepare for practicum experiences through reading, writing, research, and activities that will enable them to achieve practicum objectives successfully. Students who are unprepared for practicum have the potential for unsafe patient care and will be asked to leave the clinical site. Students required to leave an off campus experience will receive an “unsatisfactory performance” for that day. Unsatisfactory practicum performance will be addressed according to program and course policies.

Use of cell phones or other electronic devices is prohibited during practicum experiences, unless allowed by professor or preceptor. Students who allow ringing cell phones during practicum experiences will receive an unsatisfactory grade.

7.3.3 Culture of Civility

The Hunt School of Nursing promotes a culture of caring, kindness, and civil discourse. Any form of incivility is unacceptable in the Hunt School of Nursing. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the learning environment. This includes any and all forms of disrespect or disregard for instruction, the instructor, or a fellow student.

The Hunt School of Nursing abides by the American Nurses Association (2015) Position Statement

on Incivility, Bullying, and Workplace Violence:

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect” (ANA, 2015a, p. 4). Similarly, nurses must be afforded the same level of respect and dignity as others. Thus, the nursing profession will no longer tolerate violence of any kind from any source.

All RNs and employers in all settings, including practice, academia, and research, must collaborate to create a culture of respect that is free of incivility, bullying, and workplace violence. Evidence-based best practices must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of RNs; and to ensure optimal outcomes across the healthcare continuum.

This position statement, although written specifically for RNs and employers, is also relevant to other healthcare professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite also have a responsibility to address incivility, bullying, and workplace violence.

7.3.4 Simulation Laboratory Guidelines

Students may participate in the Simulation Laboratory experiences while on campus. The simulation mannequin is a complex, sophisticated, state-of-the-art physiological model of a human client. In order to preserve the function and quality of this equipment, and to enable future parties to benefit from this technology, HSON faculty require the following guidelines for students and faculty using the simulation laboratory:

1. NO food or drinks are allowed in the simulation lab.
2. NO pens, markers, and other permanent writing instruments are allowed in the simulation lab except where designated (i.e. whiteboard dry erase marker). These items will permanently stain the skin of the simulation mannequin. Pencils are used for documentation purposes but **ARE NOT** to be used directly on the simulation mannequin. Please leave all other writing instruments outside the lab.
3. Gloves should be worn when you expect simulated body fluids.
4. Please treat the simulation mannequin and its belongings with the same respect you would a real client. Do not use excessive or unnecessary force when handling the mannequin.
5. Do not lift the simulation mannequin by the arms. Always use a lift sheet to move or turn the simulation mannequin.
6. Always support the head of the simulation mannequin when moving or turning it.
7. Do not manipulate or remove any cords or connections from any of the equipment or the simulation mannequin unless instructed to do so by the instructor/lab coordinator (i.e. IV lines, etc.)
8. ONLY sterile water is to be injected into the simulation mannequin (all prepared medications are in sterile water).
9. ONLY the supplied lubrication spray is to be used to lubricate equipment.
10. Complete/review all preparation materials provided by the instructor prior to the start of the simulation.

All students must follow these guidelines at all times when using the simulator. Non-adherence to these expectations may constitute dismissal from the Simulation Lab, course, or program.

7.3.5 Simulation Fiction Contract

The purpose of simulation-based healthcare training is for you to develop skills, including judgment and reasoning, for the care of real clients. Using human simulators and simulation teaching techniques, your instructors will recreate realistic client care situations. The realism of each simulation may vary depending upon the learning goals for the session. The simulated environment and patient have certain limitations in their ability to exactly mirror real life.

When participating in the simulations, your role is to assume all aspects of a practicing healthcare provider's professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you try to understand the goals of the learning session and behave accordingly.

1. Instructor Responsibilities:

- a. Create goal-oriented, practical simulations based upon measurable learning objectives.
- b. Add enough realism to each simulation so that the learner receives enough clues to identify and solve a problem.
- c. Set and maintain an engaging learning environment.
- d. Provoke interesting and engaging discussions and foster reflective practice.
- e. Identify performance gaps and help close the gaps.

2. Learner Responsibilities:

- a. Suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills.
- b. Maintain a genuine desire to learn even when the suspension of disbelief becomes difficult.
- c. Treat the simulated patient with the same care and respect due an actual patient.

All students must follow these guidelines at all times when using the simulator. Non-adherence to these expectations may constitute dismissal from the Simulation Lab, course, or program.

7.4 Criminal Background Check and Drug Screening Policy

The GWU HSON complies with facility requirements regarding drug screening and criminal background checks for all healthcare workers, volunteers, students, and faculty. As a condition of participation in practicum educational experiences, students may be required to submit a satisfactory drug screen and/or criminal record history for all states of residence for the past ten years. All students must read the *Patient Information Confidentiality Commitment for Nursing Students* (Appendix C), sign the *Confidentiality and Consent Form* (Appendix D) and submit it to the HSON Coordinator of Graduate Nursing Admissions, Amy Heavner, at aheavner@gardner-webb.edu. FNP students must also refer to the Nurse Practitioner Programs requirements.

7.4.1 Criminal Background Check Policy

1. Students in the HSON must submit a satisfactory criminal background check prior to full acceptance into their program of study.
2. All students will be required to sign a consent form that allows for disclosure of information related to criminal background checks to the State Board of Nursing, and any agency under contract with the Hunt School of Nursing.
3. Criminal background checks may be obtained through established HSON designated agencies or State Law Enforcement Agencies and all costs incurred are the responsibility of the student.
4. The initial review of the student's criminal background checks will be by Program Admissions personnel. Criminal background checks that indicate an offense will be evaluated by a designated HSON faculty committee for recommendations. The committee will review all reports. A faculty committee will be appointed by the Program Chair. The responsibility of the committee is to evaluate information obtained from the student's criminal background check. The following criteria will be used to guide the evaluation of an unsatisfactory criminal background check:
 - a. Severity and nature of offense as it bears on an applicant's fitness for licensure to practice nursing
 - b. Date of offense
 - c. Comparison of offense to any established statutory law
 - d. Verification of offense through public records
 - e. Student responsibility and punishment associated with the offense.
5. The final decision of the committee will be communicated to the Program Chair, who will notify the appropriate admissions office.

7.4.2 Urine Drug Screen Policy

1. Students in the Master of Science in Nursing – Family Nurse Practitioner program must submit a satisfactory 12-panel urine drug screen annually.
2. Students in the Master of Science in Nursing – Nursing Administration and Nursing Education programs must submit a satisfactory drug screen if required by their site upon enrolling in clinical or practicum courses.
3. The HSON reserves the right to request students to provide a current urine drug screen at any time during their enrollment in a HSON program at Gardner-Webb University.
4. All students will be required to sign a consent form that allows for disclosure of information related to drug screen analysis to the State Board of Nursing, and any agency under contract with HSON if requested. Students under the age of 18 years of age must have parent or legal guardian sign the consent for disclosure of information form.
5. Students may contract with a private or local healthcare provider or other healthcare facility to obtain a chain of custody urine drug screen. Students are responsible for all costs associated with drug screening.
6. The initial review of student's urine drug screen analysis will be by the Coordinator of Student Records. The initial review of Nurse Practitioner students' urine drug screen analysis will be by the Clinical Site Specialist. Urine drug screen analysis with confirmed positive results for controlled substances will be evaluated by a designated HSON faculty committee for recommendations. A faculty committee will be appointed by the Program

Chair. The committee will review all reports and may interview the student. The responsibility of the committee is to evaluate information obtained from the student's drug screen, academic performance, and student interview. The following criteria will be used to guide the evaluation of an unsatisfactory urine drug screen:

- a. Valid and verified healthcare provider prescription for substance.
 - b. Dosage and treatment regimen according to healthcare provider orders.
 - c. Use of illegal substance.
7. The final decision of the committee will be communicated to the student in writing with sanctions including but not limited to: dismissal from the clinical site, dismissal from the nursing program, notification to the State Board of Nursing, referral for counseling and/or other appropriate measures.
 8. Following notification of the committee's decision, the student can choose to accept the sanctions, leave the program pending confirmation testing, or appeal through standard University procedure. All costs incurred for confirmation drug screening procedures are the student's responsibility.

7.5 Exposure Policy

When there is a parenteral (such as a needle stick or cut) or mucous membrane (such as a splash to the eye or mouth) exposure to blood or other body fluids, the student is to do the following:

1. Wash the skin exposure site well with soap and water. Flush eye with water. Do not bleed tissue. Rinse well.
2. Inform the preceptor who will guide you on procedure to follow according to agency policy.
3. Inform the facility director and course faculty member.
4. Complete necessary incident or agency reports as soon as possible or at a later date, based on exposure risks. Students are responsible for complying with clinical agency exposure policy and recommended follow up.
5. Leave the practicum site as soon as possible to obtain medical consultation and evaluation.
6. Submit copies of the medical consultation and evaluation to the HSON, who will monitor compliance or any necessary follow-up.
7. Neither the clinical agency nor GWU is responsible for the cost of the care that is involved in the treatment, maintenance, or surveillance of exposure to blood or body fluids. For that reason, the HSON strongly recommends that all students have personal health insurance.

7.6 Grading and Progression Policy

Please refer to the *GWU Academic Catalog* and each course syllabus for policies on grading, probation, suspension, and dismissal.

7.7 Honesty Policy

As a community of scholars founded upon the ideals of Christianity, GWU expects its students to develop and display a strong sense of academic integrity. As in any community, this institution must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted and cherished by each and every individual member of the community. The HSON adheres to and supports the Academic Honesty Policy of the institution. This Academic Honesty Policy is in the *GWU Academic Catalog*. Students in the HSON

may be asked to sign a statement about academic honesty when completing tests, papers, and other assignments.

7.8 Interruption in Thesis or Project Continuous Enrollment

When a student must have a break in the continuity of their thesis or project course sequence due to academic, financial, physical, medical, emotional reasons, or other circumstances such as family hardship, the HSON will enforce the following guidelines so that students can achieve a timely completion of graduate degree requirements. Students will be expected to complete the program course of study in 6 years as outlined in the Graduate Student Handbook.

PROCEDURE/GUIDELINES:

1. Students must complete the *Request for Interruption in Thesis or Project Continuous Enrollment form* (Appendix G) and submit to the Chair for Digital Learning.
2. Students will be allowed only one continuous break of up to two semesters in the thesis/project course sequence. Students may withdraw before the drop/add period for the current semester and may choose not to register for the following semester if needed. Students who withdraw after the drop/add period for the current semester may choose not to register for the following two semesters if needed. At all other times the student must stay continuously enrolled. Students who do not return in the designated time frame will be dismissed from the program.
3. During the interruption of thesis/project enrollment, students will not have access to faculty advisor/chair and will not be permitted to work on any aspect of thesis/project requirements.
4. Students are responsible for contacting Financial Planning and/or loan agency to discuss financial implications of breaking enrollment.
5. Students must follow the Gayle Bolt Price School of Graduate Studies policies for re-entry into the program. Upon re-entry, students will be assigned a faculty advisor/chair. This faculty advisor/chair may not be the student's original advisor/chair.
6. The faculty advisor/chair will evaluate the student's thesis/project progress. A revision and update of thesis/project work must be submitted to the faculty advisor/chair for review. Based on the faculty advisor/chair recommendations, the student may be asked to make significant revisions which may include, but are not limited to:
 - a. selecting a new topic.
 - b. submitting a new literature review.
 - c. submitting a new IRB application to the faculty and to the HSON.
 - d. collecting new data.
 - e. updating CITI modules.

7.9 Protection Against Blood-Borne Communicable Diseases

All FNP students are required to complete an information session/update related to blood-borne pathogens, Occupational Safety and Health Administration (OSHA) requirements, and standard precautions prior to practicum experiences. Instructions on how to complete these requirements will be available on Blackboard. Neither GWU nor the HSON is responsible for any adverse reactions the student may have to the Hepatitis vaccination or for liability if the student declines the

vaccination and contracts this or other similar diseases. At all times, students must utilize standard precautions and equipment available for protection of self and others. If such equipment is not available, the student should notify the preceptor and faculty.

7.10 Social Media / Electronic Communication

Gardner-Webb is an advocate of social networking and electronic communication. However, these venues provide an opportunity for possible serious ramifications in regard to breaches in professionalism and confidentiality. The following guidelines should help nursing students to use this technology appropriately:

1. Be thoughtful of how you present yourself. Don't post inappropriate pictures/videos that can be misunderstood or misinterpreted by others. All interactions and communications on social networking sites should be respectful, responsible and accountable. There is a value on sharing your opinions; however, be aware of your communications. You can be sued for libel or slander and belonging to certain groups may be a negative reflection on you.
2. Adhere to professional standards of conduct. **Do not post anything referring to a patient, facility or university- even without identification.** Students are held responsible for adhering to policies related to HIPAA and Patient Confidentiality. Obtain written consent before posting copyrighted material.
3. Be aware of risks to your privacy and safety. Restrict access to your personal information and do not post detailed personal information.
4. Never use your GWU email address or passwords on social networking sites. Be aware of computer security risks.

If the HSON faculty is aware that inappropriate communications or images are posted, serious implications can result, which include but are not limited to dismissal from the Hunt School of Nursing. Students will be held accountable for the proper use of all social networking sites.

HSON faculty (full-time, part-time, and adjunct) must maintain a professional relationship with all students enrolled in any Gardner-Webb University nursing program. To achieve this, faculty will not communicate, correspond with, or "friend" any current GWU nursing student on a social networking site. In addition, faculty members should not give personal cell phone numbers to students or encourage texting. Office numbers only should be listed on course syllabi. GWU email addresses should be the primary method for student communication. Clinical faculty will use their discretion regarding giving students access to personal cell phone numbers.

7.11 Technical Standards Policy

These technical standards are required abilities for effective performance in Hunt School of Nursing (HSON) programs. The following general abilities have been identified as necessary to meet the technical standards of progression in the nursing programs. The student will read and sign the *Confidentiality and Consent Form* (Appendix D) and submit to the HSON Coordinator of Graduate Nursing Admissions, Amy Heavner, at ahEANVER@gardner-webb.edu. Any change in abilities will require written notification to the HSON accompanied by healthcare provider documentation. A student is expected to perform these standards independently. The following

general abilities will be evaluated throughout the program.

1. Visual, Auditory, Tactile and Olfactory Abilities

- a. Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment.
- b. Sufficient ability to perform health assessment and interventions; obtain diagnostic specimens and information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.
- c. Example of relevant activities:
 - i. Detect changes in client and environment through chart review, physical assessment, and other health parameters
 - ii. Assess and intervene safely on the client's behalf

2. Communication Abilities

- a. Ability to communicate, comprehend, read, and write in English at a level that allows for accurate, clear, and effective communication.
- b. Ability to communicate with accuracy, clarity and efficiency with patients, their families and other members of the healthcare team (including spoken and non-verbal communications, such as interpretation of facial expression, affect and body language).
- c. Required communication abilities, including reading, writing, language skills and computer literacy.
- d. Examples of relevant activities:
 - i. Retrieve, understand, and use information (e.g. lab reports, computer data, progress reports, care plans) to communicate effectively with others.

3. Motor Abilities

- a. The student must have the strength, mobility, and endurance to perform psychomotor skills required for nursing care in any setting.
- b. Examples of relevant activities:
 - i. Perform CPR
 - ii. Safely move or transfer clients
 - iii. Lift or carry objects weighing 25 pounds
 - iv. Manipulate small equipment such as syringes, vials, and ampules
 - v. Complete assigned period of clinical practicum (from 5 to 12 sequential hours).

4. Behavioral, Interpersonal, and Emotional Abilities

- a. Student must be able to adapt to ever-changing environments displaying flexibility, and function effectively during stressful situations inherent in clinical situations involving clients and families.
- b. Student must be able to accept criticism and respond by appropriate modification of behavior.
- c. Examples of relevant activities:
 - i. Adhere to the professional nursing and student honor code
 - ii. Remain calm, exercise good judgment, and promptly complete all responsibilities in care of clients
 - iii. Exhibit mature, sensitive, and effective therapeutic relationships with others

5. Cognitive, Conceptual and Quantitative Abilities

- a. Student must have the ability to read and understand written documents in English including measurement, calculation, reasoning, analysis, and synthesis.
- b. Student must have the ability to process and understand information and demonstrate the ability to establish a plan of care and set priorities, develop problem-solving skills, and make decisions reflecting consistent and thoughtful analysis of appropriate information throughout the course of the study.
- c. Examples of relevant activities:
 - i. Accurately calculate and administer medications
 - ii. Collect, analyze and prioritize data
 - iii. Synthesize and apply theory to client situations

7.12 Testing and Test Review Policy

Tests given to students and test reviews within the graduate programs will follow certain guidelines. The testing and test review policy for the Hunt School of Nursing is set forth and approved by the faculty.

Nurse Practitioner (NP) Program Specific Testing Guidelines:

1. All test will follow the Policy of Academic Honesty located in Gardner-Webb University's Academic Catalog
2. In order to promote test continuity, the following guidelines are to be utilized during testing:
 - a. A quiz will be 20-25 questions with the students being given a time limit of 1 ½ minutes per question
 - i. Quizzes do not have to be proctored
 - b. A unit exam will be 50 questions with the students being given a time limit of 60 minutes
 - i. Unit exams must be proctored
 - c. Midterm and final exams will be 100 questions with the students being given a time limit of 120 minutes
 - i. Midterm and final exams must be proctored
 - ii. Midterm and final exams combined should count for 20-25% of the course grade
3. ExamSoft/Examplify will be used for all unit, midterm, and final exams
4. Computerized tests will have randomly ordered questions/answers
5. Unit and final exams are developed according to the current AANP/ANCC examination blueprint and cognitive levels
6. All test item analyses will be reviewed by a minimum of two faculty members prior to releasing grades
7. Grades will be released within 48 hours of the test due date.

8. Students are not allowed to review specific questions from unit, midterm, or final exams. The professor may review the ExamSoft category analysis with the student to assist with understanding strengths and weaknesses for unit exams and midterm, but not for the final exam.

NP Program Test Security and Integrity Guidelines:

In order to promote test security and integrity, all students must adhere to the following guidelines during testing:

1. Students must have a functioning webcam and microphone.
2. A secondary device (e.g., cell phone) may be used in addition to the remote proctoring service for other exams as needed at professor discretion.
3. Use of scratch paper and pencil is not allowed during testing; instead the “notes” feature in Examplify will be used.
4. No headphones/earbuds/Air Pods, etc. are allowed during the exam.
5. Students will be allowed to use foam earplugs if needed, but no other personal items (including, but not limited to: cell phones, watches, electronic devices, markers, pencils, candy, drinks) will be allowed during testing sessions.
6. Students are not allowed to wear hats, caps, hoodies, or hooded jackets during testing.
7. No personal calculators can be used during testing.
8. If any prohibited items are in the student’s possession during testing, the student will receive a grade of zero (0) for the test, and an Academic Dishonesty Report will be filed.
9. No breaks allowed during the exam except with accommodations through the Noel Program.
10. Faculty will not allow changes to the room tables or environment or special accommodations except through the Noel Program.
11. When testing on campus, all seating will be randomized. Chairs will be randomly numbered and students will be randomly assigned to a chair for each test. Students are not allowed to change seats for any reason.
12. Students are not allowed to keep test questions, test answers, copy questions or answers (physically or electronically) from the test at any time during the test, or discuss the test outside of class. A student engaged in any of these activities will receive a grade of zero (0) for the test, and an Academic Dishonesty Report will be filed.
13. For remotely proctored exams, preliminary grades will be released within 48 hours of the test due date and grades will be finalized once the remote proctoring video has been reviewed.
 - a. If instances of academic dishonesty are observed, the student will receive a grade of zero (0) for the test, and an Academic Dishonesty Report will be filed.

Student Resources: Hunt School of Nursing

8.1 Student Organizations

8.1.1 Sigma Theta Tau International Honor Society of Nursing– Phi Upsilon

Sigma Theta Tau International Honor Society of Nursing (STTI) is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership. STTI believes that broadening the base of nursing knowledge through knowledge development, dissemination, and use offers great promise for promoting a healthier populace. Sigma Theta Tau was founded in 1922 by six nursing students at Indiana University. The founders chose the name from the initials of the Greek words “Storge”, “Tharsos,” and “Time” meaning, “love”, “courage,” and “honor.” GWU HSON chapter of STTI, Phi Upsilon, was established in 2012. For students meeting eligibility requirements, invitations to join the Phi Upsilon Chapter of STTI will be distributed during the spring semester.

Additional information regarding membership may be obtained from an organizational officer.

Student Resources: Gardner-Webb University

9.1 Adjunct Faculty Opportunity in MSN Program

Adjunct faculty teaching in the ASN/BSN program may be eligible to enroll in a MSN (administration, education) course or courses and receive 25% tuition discount. The Adjunct faculty member must be admitted to the specific MSN track and must be teaching for Gardner-Webb University during the semester he or she is enrolled in the MSN course/s. The adjunct faculty member must complete the clinical teaching or reimburse Gardner-Webb University the 25% discount. To request the discount, complete and submit the *Tuition-Remission Application for Adjunct Faculty* (Appendix H).

9.2 Graduate Assistantships

Gardner-Webb University has a limited number of on-campus assistantships available for which you may apply. Each assistantship provides tuition remission for up to 18 graduate hours per year as well as a monetary grant, for a full-year contract (fall, spring, and summer terms). The annual graduate student parking permit is also issued without charge to graduate assistants.

The duties of a graduate assistant are as follows:

1. Work twenty hours per week for forty weeks performing duties as assigned.
2. Follow the academic schedule in service related to assistantships (unless a different but equivalent schedule is arranged by the supervisor at the time of hiring).
3. Do not accept additional work responsibilities assigned by any other department of the university.
4. Fill out an evaluation form yearly.

Graduate assistants are expected to be committed to the Christian principles and values on which the university is based. In order to be eligible for this award, you must be a provisionally or fully admitted graduate student (“applicant status” is not sufficient) carrying a full academic load (*at least* one course each semester, including summer terms). The departments select the recipients of these assistantships.

Outside employment must not interfere with performance of duties of the graduate assistantship and may be a factor in hiring decisions. If you are interested in being considered for an assistantship, please refer to the form on the GWU website.

9.3 Textbook Procurement

Graduate textbooks may be ordered online through the Gardner-Webb University Campus Shop or picked up at the Campus Shop in Boiling Springs prior to class. For questions contact the Campus Shop at 704-406-4273.

9.4 Support Services

Gardner-Webb University offers support services to students, such as The Dover Library, NOEL Center for Disability Services, Learning Enrichment and Assistance Program (LEAP), and the Writing Center. A full list of Support Services can be found under the Support Services link located within each Blackboard course or on the GWU website.

Appendix A



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Preceptor Information Form MSN Nursing Administration and Nursing Education

Student to complete this section. Please print.

Student Name: _____ Student ID: _____
Phone: _____ E-mail: _____

Course Name and Number: NURS 616 Advanced Nursing Specialty Practicum
Total Clinical Hours: 90 hours for MSN Degree OR 30 for MSN Certification

Course Faculty Name: _____ Phone: _____
E-mail: _____

Practicum Start Date: _____ Practicum End Date: _____

Preceptor Information: please print. Preceptor to complete this section:

Name/Credentials: _____

Area of Practice: _____

Present Position and Responsibilities: _____

Organization: _____

Address: _____

Office Phone: _____ E-Mail: _____

Fax: _____

By signing this form, I am agreeing to serve as a preceptor for the student named above. I have received a copy of the course syllabus, the student's CV/resume, Responsibilities for Practicum Experience, and Practicum Facility Agreement. I am not this student's supervisor, and this student is not currently employed on my unit or in my area. The student will not be involved in any practicum activities related to his/her current position, and will not receive any compensation. This student will not be functioning as an employee during the time he/she is accumulating practicum hours.

Preceptor Signature: _____ Date: _____
Preceptor - Please attach current CV/resume

Hunt School of Nursing Approval:

Faculty Signature: _____ Date: _____

Appendix B



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Practicum Facility Agreement MSN Nursing Administration and Nursing Education

Student Name: _____ Student ID: _____

Faculty Member: _____

Facility Name: _____

Course: Nursing 616 Semester/Year: _____

To Whom It May Concern:

The above named student is requesting permission to complete a practicum in your facility/agency under the guidance of a qualified preceptor. This practicum will be supervised by a GWU Hunt School of Nursing faculty member in collaboration with a student-selected GWU approved preceptor from your facility. If approved by you, this student will be responsible for complying with your regulations for practicum experiences and submitting evidence of compliance to you. This document will be kept on file at Gardner-Webb University as evidence that the student has met all facility requirements in order to complete the practicum experience.

This agreement may be modified or terminated by the facility/agency or Gardner-Webb University upon reasonable notice by the initiating party. The termination of the Agreement shall not prevent any student who is currently enrolled in the Program from completing the Program.

Your signature below affirms your authority to approve a student practicum at the designated facility/agency and affirms that the student has met all required facility/agency regulations for completing a practicum experience.

Dr. Tracy Arnold, DNP, RN
Dean, Hunt School of Nursing
Gardner-Webb University
P.O. Box 7309
Boiling Springs, NC 28017
704-406-4359 (office)
704-406-3919 (fax)

Facility Approval Signature: _____

Print Signature: _____

Title: _____ Date: _____

Phone: _____ E-mail address: _____

Appendix C



GARDNER-WEBB UNIVERSITY

HUNT SCHOOL of NURSING

Patient Information Confidentiality Commitment for Nursing Students

Patients have a right to privacy, and have a right to expect that details of their condition, treatment, medical history, personal and financial affairs will be kept confidential by all hospital employees and the agency. It is not for an employee or agency to decide which information a patient would not object to having disclosed, for what one person may consider unimportant another person may consider the information to be highly sensitive or embarrassing.

- According to the United States Department of Health and Human Services (DHHS), a breach of confidentiality is defined as the use of or leak of information not permitted by the DHHS Privacy Rule that compromises the privacy of protected health information. This includes but is not limited to:
- Patient information or identifiers posted to social media sites (Facebook, Twitter, Instagram, Caring Bridge, etc.)
- Personal entries on social media sites about a patient, facility, or school – with or without identification
- Breaking policies in effect such as HIPAA and Patient Confidentiality – verbally or in writing/posting to social media
- Accessing medical information that is not pertinent to the student’s nursing assignment

The Gardner-Webb University Hunt School of Nursing will maintain systems to monitor and detect potential Breaches of Confidentiality of patients’ protected health information. These systems include but are not limited to the monitoring of all submissions of student work, verbal and nonverbal interactions between faculty, staff and students and follow-up of all reports of suspected breaches of confidentiality. All students will be obligated to sign the Gardner-Webb University Hunt School of Nursing Handbook Confidentiality Agreement and the signed forms will be kept on file with the Hunt School of Nursing administration. Students, faculty and staff in the HSON and in the University are obligated to report any suspected breach of confidentiality that would bring the HSON and the University into violation with HIPAA or any other applicable state or federal laws.

If a student member of the HSON or Gardner-Webb University believes a breach of confidentiality has occurred, the following process should be followed:

Student: A student who suspects a breach of confidentiality has occurred should immediately report such to a Gardner-Webb University HSON faculty member. The faculty member notified should immediately notify the Associate Dean of the HSON. The Associate Dean of the HSON will then be obligated to notify the appropriate personnel at the facility where the breach occurred and the student’s home institution if applicable. At this time, the facility’s policies and procedures specifying to whom the report will be sent, the content of the report, and the timeline of submission will be followed.

If additional pertinent information regarding the Breach of Confidentiality is received after further investigation by Gardner-Webb University, the HSON, and/or the affected facility, the information will be kept in a file in the office of the Dean of the HSON. If warranted, appropriate action will be taken regarding the content of the additional pertinent information. This file will contain a document describing the incident, documentation of notification of appropriate personnel, and corrective action taken.

Consistent with ethical practice, it is imperative that students within the Gardner-Webb University HSON maintain the highest level of confidentiality regarding patients to whom they are assigned in accordance with HIPAA. Failure to adhere to this policy could result in probationary period, dismissal from the program, and/or legal action against the responsible party. The patient’s right to confidentiality and privacy must be maintained at all times.

I understand that all information (written, verbal, electronic, or printed) concerning a patient's medical condition or relating to or referring to a patient's medical records, regardless of how such information is obtained, is confidential medical information. I agree not to disclose or discuss such information with anyone other than those individuals directly involved in the care of the patient or others with a legitimate business reason to know the information.

CONFIDENTIAL BUSINESS INFORMATION

I acknowledge that certain business information of the agency is considered confidential information. Such confidential information includes patient or vendor lists, public relations and marketing information, patient account information, training and operations material, memoranda and manuals, personnel records and manuals, cost information, and financial information concerning or relating to the business, accounts, patients, employees, agents and affairs of the agency. I acknowledge and agree that such information is the property of, and confidential to, the agency and further, that I will not publish or disclose, either directly or indirectly, any confidential information of the agency.

ELECTRONIC ACCESS/COMPUTERIZED INFORMATION

Electronic and computer systems include all computer-generated or stored data, voice mail, facsimile, and electronic mail services. The information transmitted by, received from, or stored in these systems is the property of the agency. I hereby consent to the agency monitoring my use of its electronic and computer systems at any time.

I understand that electronic and computer systems are to be used solely for clinical purposes and agree not to copy, modify or otherwise access the software without the appropriate written authorization. I further agree not to circumvent my password or security level. I acknowledge that software is protected by a variety of licensing agreements and laws and that any misuse of the software may subject me to legal liability as well as disciplinary action up to and including termination from hospital learning experiences.

- I understand that it is my responsibility to maintain the secrecy of my password/access code to prevent unauthorized use by others.
- I understand that my password/access code is equivalent to my legal signature, and I will be accountable for all work done under this code. Upon completion of my work on the computer, I will log out of the computer to prevent unauthorized use of my access code.
- I understand that all patient health information stored in the computer is confidential and must be treated with the same medical-legal care as the data in the patient chart.
- I will not attempt to learn another person's password/access code.
- I will not access the agency's patient information except as required to fulfill my own job responsibilities.
- If I have reason to believe that someone may have learned and/or used my password/access code I will immediately contact Information Systems to have my code changed and a new code issued.
- *Faculty will notify Information Systems of changes in faculty or student's name.*
- I understand I am responsible for any patient information that I print from the computer and will treat it with the same medical-legal care as the data in the patient chart.
- Students who violate patient privacy with an electronic device will be subject to HIPAA infractions of the clinical agency.

Appendix D



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Confidentiality and Consent Form

Patient Information Confidentiality Commitment for Nursing Students

I have read and have understood the policy statement on confidentiality. I understand and agree that in the performance of my duties as a student of Gardner-Webb University (*at a clinical agency*), I must and will hold in strict confidence all patient information. Further, I understand that violation of this policy, whether intentional or unintentional, may result in disciplinary action, including termination of my enrollment in the Hunt School of Nursing.

Consent Form for Disclosure of Information

I hereby give my consent to Gardner-Webb University Hunt School of Nursing to disclose information included in my criminal background check and drug screening to the state board of nursing and clinical agencies under contract with Gardner-Webb University Hunt School of Nursing, if requested. The information requested will be used only to comply with clinical agency policy and the state board of nursing practice laws and regulations and will be considered confidential. I understand that it is my responsibility to report to the Gardner-Webb University Hunt School of Nursing any pending legal action or conviction occurring while enrolled as a student in the Hunt School of Nursing.

Audiovisual Confidentiality Agreement

I have read the Audiovisual Confidentiality Agreement and agree to the terms under confidentiality of information and audiovisual digital recording. I authorize faculty and administrators of the Gardner-Webb University College of Health Sciences to publicly show still photographs (slides or prints) and/or videotapes depicting me during the course of training at the Gardner-Webb University College of Health Sciences. I understand that, unless otherwise approved by me, I will not be specifically identified, and that the photographs will be shown only for educational, research or administration purposes. No commercial use of the photographs (slides or prints) and/or videotapes will be made without my written permission. I hereby release Gardner-Webb University and his/her legal representatives from any liability and claims relating to said audiovisual.

_____ By initialing here, I decline permission to Gardner-Webb to publically show unidentified still photography and/or videotapes depicting me during the course of training.

Acknowledgement of MSN Student Handbook and Technical Standards

I have received a copy of the Gardner-Webb University MSN Student Handbook. I have read and understand the Handbook and agree to follow the Hunt School of Nursing and University guidelines and policies. I have read, understand and am capable of performing the technical standards of a student in the Gardner-Webb University Hunt School of Nursing.

Student Name (Print): _____ Student ID Number: _____

SIGNATURE: _____

Witness Name: _____

SIGNATURE: _____

Date: _____

Circle the program in which you are enrolled: MSN-NE MSN-NA MSN-FNP
Certificate _____

Print, sign with witness, scan or take picture of signed document, and return within the first week of classes:

1st Year FNP, MSN Nurse Education, & Nurse Administration Students –

Email completed form to Amy Heavner at aheavner@gardner-webb.edu

2nd and 3rd Year FNP Students –

Upload completed form into Typhon.

Appendix E



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Intent to Precept Form Family Nurse Practitioner

Student: _____

Preceptor Name: _____

Semester: _____

Practicum Hours: _____

The above preceptor agrees to facilitate student learning in accordance with course objectives. The preceptor agrees to provide clinical supervision for the student in the Master of Science in Nursing Family Nurse Practitioner Track at Gardner-Webb University. Evaluation of the student will be completed jointly by the preceptor and faculty but is ultimate responsibility of the faculty. Students in clinical experiences must meet the requirements of the clinical site and any affiliates.

Preceptor Signature: _____ Date: _____

Preceptor Email Address: _____

STUDENT:

1. Submit requests in Typhon:
 - a. Main Menu - Setup Default Choices
 - i. Preceptor – Review list, if preceptor not listed then “Request Addition”
 - ii. Clinical Site – Review list, if clinical site not listed then “Request Addition”
 - iii. If Preceptor or Clinical Site already listed, then move to Step 2.
2. Upon submitting requests in Typhon, students will email to Clinical Site Specialist, Mrs. Susan Jenkins at sjenkin2@gardner-webb.edu:
 - a. an electronic version of this completed “Intent to Precept” and
 - b. an electronic version of preceptor’s resume or curriculum vitae
3. Preceptors will not be approved in Typhon until these documents are received. Clinical Sites will not be approved in Typhon until clinical contracts have been established with the facility. Students are not to begin any clinical activities until they receive email from Typhon that Preceptor and Clinical Site have been approved.

Appendix F



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Tuition Voucher Policy for Field-Based Preceptors

Professional nurses who precept **pre-licensure** students and **family nurse practitioner** students in the Hunt School of Nursing provide a significant service both to the profession of Nursing and the preparation of students who will contribute to the profession. Gardner-Webb University and the Hunt School of Nursing recognize that these services are invaluable and as a token of appreciation will provide:

A course tuition voucher that can be used for an undergraduate course in the RN to BSN Program or a graduate course in the MSN (administration, education or FNP track) or DNP Programs for which the preceptor has been admitted and has prerequisite preparation. *The student will only receive tuition credit at the MSN rate. The student will be responsible for the additional tuition costs associated with the higher tuition rate for their program of study (FNP, DNP).*

- A tuition voucher will be issued to the registered nurse with primary responsibility for the supervision of 2 pre-licensure nursing students for 96 hours per student (total of 192 hours) over one or two semesters.
- A tuition voucher will be issued to the registered nurse with primary responsibility for the supervision of 1 FNP student for a minimum of 150 hours in one semester.
- The course tuition voucher is for use by the preceptor only (non-transferable), valid for two years and issued for each full semester of preceptorship.
- A Gardner-Webb ID (valid for one year) is offered, which will allow the preceptor to:
 - Have faculty/staff privileges and responsibilities to use Dover Library resources.
 - Have faculty/staff admittance to campus cultural and athletic events.

Preceptor must visit GWU Security Office with signed copy of voucher to receive GWU ID.

Preceptor stated below is authorized to receive a GWU ID for one year of faculty/staff privileges including Dover Library resource use and admittance to campus cultural and athletic events.

Tuition Voucher

_____ is authorized to receive free tuition for one undergraduate course in the RN to BSN Program, or a graduate course in the MSN (administration, education or FNP track) program or DNP program at the MSN rate as compensation for serving as a preceptor for 2 Gardner-Webb University School of Nursing pre-licensure students for 96 hours per student (total of 192 hours) over one or two semesters, or as a preceptor for 1 FNP student for a minimum of 150 hours in one semester.

Dean, Hunt School of Nursing

Provost/Associate Provost or President

Date of Issue

Non-transferable

Void two years from date of issue

Rev. 8/14

Appendix G



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Request for Interruption in Thesis or Project Continuous Enrollment Form

I understand that:

- I am allowed one continuous break of up to two semesters in the thesis/project course sequence.
- Upon my return, I may be reassigned to a new faculty advisor/chair.
- I am responsible for all financial implications.
- I must follow the Gayle Bolt Price School of Graduate Studies policies for re-entry into the program.
- I must submit my written work to my faculty advisor/chair for review. I understand that my advisor/chair may require me to make significant revisions which may include, but are not limited to:
 - selecting a new topic.
 - submitting a new literature review.
 - submitting a new IRB application to the facility and to the HSON.
 - collecting new data.
 - updating CITI modules.

My signature below indicates that I understand the Request for Interruption in Thesis or Project Continuous Enrollment Policy.

Student name (printed): _____

Student ID: _____

Student signature: _____

Date: _____

Signature, Chair of Digital Learning: _____

Appendix H



GARDNER-WEBB UNIVERSITY HUNT SCHOOL of NURSING

Tuition Discount Application For ASN/BSN Adjunct Faculty Enrolled in MSN Program

Adjunct faculty teaching in the ASN/BSN programs may enroll for an MSN course or courses and receive 25% tuition discount. The Adjunct faculty member must be teaching for Gardner-Webb University during the semester he or she is enrolled in the MSN course/s and must complete the course/s or reimburse Gardner-Webb University the 25% discount.

Date _____

Adjunct Faculty Name _____

GWU ID # _____ Phone (H) _____ (W) _____

Address _____

Currently teaching in the ASN/BSN program: Fall Spring Summer

Terms for which benefit is requested: Fall Spring Summer

Number of course hours requested _____

Signature of Adjunct I, _____, agree to the policy and conditions stated above.

Dean, Hunt School of Nursing Approval _____

Interim Associate Provost Approval _____
College of Health Sciences

Provost/Executive V.P. Approval _____

Human Resources Approval _____

(After Adjunct signature, forward to Lydia Murray)
Completed form should be forwarded to Financial Planning

Rev 1/22/19