

**Indiana University School of Nursing
Fort Wayne, Indiana**

**GRADUATE STUDENT
INFORMATION MANUAL
FOR
PURDUE NURSING STUDENTS**

Liberal Arts Building Room 343

(260) 481-6816

<https://www.iufw.edu/academics/nursing.html>

2018-2019



The Master and Baccalaureate of Science with a Major in Nursing programs at IPFW are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

IUSON is an Equal Opportunity/Equal Access University

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NOTICE REGARDING UNIVERSITY REALIGNMENT

Due to the recent realignment of IPFW (effective July 1, 2018), all nursing students admitted before the effective date of the alignment were admitted as Purdue University students. All Purdue University graduate nursing students must graduate by May 2019. Students admitted after the effective date (for Fall 2018 and after) will be admitted to the Indiana University School of Nursing.

Purdue University Nursing programs at Fort Wayne will function under the control and authority of Indiana University School of Nursing (IUSON), located on the campus of Indiana University Purdue University Indianapolis (IUPUI) in Indianapolis, Indiana. The Purdue University Nursing programs at Fort Wayne will be solely managed as an additional campus location of IUSON.

INTRODUCTION

About the Graduate Nursing Program

The primary purpose of the graduate program in nursing at IUSON is to prepare graduates for advance practice nursing leadership roles. Graduates will make significant contributions to the health care of clients and populations served as well as to the nursing profession.

The core curriculum for the Graduate Program is based on the American Association of Colleges of Nursing's (AACN), *Essentials of Master's Education in Nursing* (2011) as well as National Task Force on Quality Nurse Practitioner Education's (NTF) Criteria for Evaluation of Nurse Practitioner Programs, 2012. Areas of concentration focus heavily on evidence-based and clinical practice and are structured to provide each student with core knowledge in nursing theory, research, evidence-based practice, scientific inquiry, informatics and information literacy, socio-cultural concepts, health disparities, health policy, health promotion, and ethics. Graduates of all concentrations are prepared to meet program outcomes identified in Section I.

Policies

Curricula and program requirements may change while a student is enrolled in any program of study. Policy changes may be due to state licensure, national certification, or other modifications in regulatory body requirements. Graduate program faculty will make every effort to notify students in a timely manner via university email so that student program progress is not adversely affected by any policy and admission changes.

Technical Standards for Admission and Retention of Students

The IUFW professional program faculty has specified the following non-academic criteria (technical standards) that all applicants/students are expected to meet. These standards include the following five categories and may vary by degree program.

1. Observation: The student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons assigned to him or her for examination, diagnosis, and treatment. Such observation and information usually require the functional use of visual, auditory, and somatic sensations.
2. Communication: The student must be able to communicate effectively and sensitively with persons in order to elicit information; describe changes in mood, activity and posture; assess non-verbal communications; and be able to effectively and efficiently receive from and transmit information to persons, fellow students, faculty and staff, and all members of the

health care team. Communication skills include listening, speaking, reading, and writing as well as the observation skills described above.

3. **Motor:** The student must have sufficient motor function to elicit information from persons by appropriate diagnostic or therapeutic maneuvers, be able to perform basic tests, possess all skills necessary to carry out diagnostic or therapeutic procedures, be able to interpret appropriate examinations and procedures, and be able to execute motor movements reasonably required to provide general care and emergency treatment to persons.
4. **Intellectual/Conceptual, Integrative, and Quantitative Abilities:** The student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition the student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The student must have the capacity to perform these problem-solving skills in a timely fashion.
5. **Behavioral and Social Attributes:** The student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of persons; and the development of mature, sensitive, and effective relationships with persons and others. Applicants must be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many persons. Compassion, integrity, concern for others, commitment, and motivation are personal qualities that each student should possess.

Disabilities Statement

Students with a disability should contact the Director of Services for Students with Disabilities to request assistance if needed. The office is located in Room 113 of the Walb Student Union, telephone number (260) 481-6658. For more information, visit the website for [Services for Students with Disabilities](#) (SSD).

Equal Opportunity Statement

Indiana University Fort Wayne (IUFW) is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment free of discrimination and harassment. The Office of Institutional Equity provides leadership to the campus community in upholding those practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment, and educational opportunity for all persons without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. The [Office of Institutional Equity](#) provides

assistance to faculty, staff, and students regarding equal opportunity practices and policies. The office is located in Room G02 in Kettler Hall, phone (260) 481-6840.

SECTION I – STATEMENTS, FOUNDATIONS, PROGRAM OUTCOMES

IUFW Nursing Mission, Vision, and Values Statements

Mission

The mission of the IUFW School of Nursing is to improve human health and quality of life through nursing practice, scholarship, and service.

Vision

The IUFW School of Nursing will be recognized for its distinctive programs of excellence in undergraduate and graduate nursing.

Values

IUFW School of Nursing embraces the values of integrity, caring, altruism, and maximizing human potential. To realize these values, the school embraces equity, diversity and inclusiveness, scholarship, engagement and application, community partnership, leadership, and stewardship.

Curricular Foundations

The curricula for the four areas of concentration in the Graduate Nursing Program are based on nationally recognized standards for graduate nursing education. The courses are designed to achieve the accreditation requirements of the [American Association of Colleges for Nursing](#) (AACN), [American Nurses Credentialing Center](#) (ANCC), and the *AACN Essentials of Master's Education in Nursing*. The AGNP and FNP concentrations are in accord with [The National Organization of Nurse Practitioner Faculties](#) (NONPF). The Nursing Education concentration follows guidelines of the National League for Nursing's (NLN) *Competencies for the Nurse Educator*. In addition to the above standards and guidelines, the curriculum includes Quality and Safety Education for Nurses (QSEN) and Institute of Medicine (IOM) recommendations.

Graduate faculty incorporate each of these authoritative sources and their recommendations in the development of the curriculum. Nurse practitioner students are prepared to sit for examination in order to obtain certification. Adult-Gerontology Primary Care Nurse Practitioner (AGNP) and Family Nurse Practitioner Graduates are best prepared to sit for the ANCC-AGNP and ANCC-FNP Certification Examination, respectively. Each student is encouraged to become familiar with the professional requirements and changing standards of practice and licensure.

Nursing Master's Program Outcomes

- Lead in the vision, development, implementation, and evaluation of care delivery approaches that ensure ethical stewardship, accountability, quality, and patient safety.

- Apply advanced clinical judgment and accountability in the evaluation of evidence-based care for individuals, families, and populations.
- Integrate, evaluate, and apply new knowledge and technology within the nursing domain and area of specialization.
- Serve as a leader in the development, implementation, and evaluation of health care policy to advance the nursing profession and to advocate for social justice, equity, and ethical policies in all aspects of health care.
- Provide leadership in collaborative efforts among health professionals and with clients and community partners.
- Demonstrate mastery of professional competencies leading to certification within a practice specialty.

SECTION II –PROGRAM INFORMATION AND REGISTRATION

Registration

Prior to registering for classes the first time, students must meet with the graduate Academic Advisor to develop an initial plan of study. See Plan of Study in Section III for more information.

Using Oasis, each student is encouraged to register early to ensure course availability. Use [schedule of classes](#) to search and register for a class.

The [Office of the Registrar](#) offers instruction on online registrations as well as information regarding priority and late registrations and troubleshooting problems in registering. A student having difficulty or needing approval to register for classes should contact the graduate Academic Advisor at (260) 481-6189.

Transfer Credit/Non-degree Credit

Up to 12 credits may be transferred into the master's degree program. Course grades at B- or higher may be used as transfer credit from another accredited university. To be accepted for transfer, courses must fulfill curriculum requirements and have been taken at a university that has national nursing accreditation. All transfer courses are evaluated by a graduate nursing advisor and approved by the Undergraduate Graduate Curriculum Committee (UGCC) of IUFW Nursing

No more than 12 graduate credits earned in a non-degree status will apply towards the degree. According to the policies of Purdue University Graduate School, coursework used to satisfy the requirements of one master's degree may not be used on the plan of study for another master's degree.

Validation of Prior Acquisition of Knowledge and Skills

Graduate students may exercise the option to provide evidence of prior knowledge and skill acquisition in lieu of engaging in existing coursework. Written documentation is used to validate prior acquisition of knowledge and skills.

Documentation and committee review provide objective evidence that students have acquired the content and skills through prior learning or practice experiences. Student documentation is reviewed by UGCC. The Committee's decision regarding approval or non-approval is final.

Students may exercise the option to validate prior acquisition of knowledge and skills for a course or courses as long as it does not interfere with other standing university or department course/credit hour policies related to progression or graduation.

This policy and procedure applies to all graduate nursing courses. Students wishing to apply for the validation option must meet the following criteria:

1. Be in good academic standing
2. Be admitted to the graduate program in nursing
3. Demonstrate satisfactory progression toward degree requirements
4. Option must be requested *at least one semester* before the course is required to be taken for normal progression toward the degree. Students will provide documentation to the Academic Advisor for the graduate programs in sufficient time for the UGCC to review prior to student enrollment in the course

Once the UGCC has reviewed the documentation, the following decisions are possible:

1. Award credit for the course petitioned based on the evidence provided. The course faculty must assign a grade for the course. A pass/fail option is not available for graduate credit.
2. Request additional requirements before deciding the disposition of the validation request.
3. Deny the granting of credit because the evidence presented is not strong enough to validate the consistency of prior learning with course expectations. The student must then register for and successfully complete the designated course.
4. Require the student to register for the course and complete some but not all of the requirements. This option is for students who met some but not the majority of the course requirements.

Decisions of the UGCC are final. There is no appeal process.

Validation Review decisions are forwarded by the UGCC to the Academic Advisor for the graduate programs and to the student's academic advisor for appropriate action relative to program planning.

Students enroll in the course for which validation acquisition is approved, and faculty submits the grade assigned to the portfolio at the end of the semester. If credit is denied, students must enroll in the course and complete the requirements.

Validation Procedure

These procedures apply for graduate nursing courses.

Graduate students have the responsibility for contacting their academic faculty advisor. The advisor will assist the student in determining the following:

- The feasibility of undergoing a validation review
- The appropriateness of student expectations for developing the documentation
- Faculty role in assisting the student through the validation review process
- The time frame for completing the portfolio, conducting the review, and making the decision to accept or deny the validation

If the student and faculty advisor feel that validation is a viable option, the student will be directed to contact the course faculty. Faculty will assign a grade based on evaluation of the documentation.

Students prepare the validation materials at least one (1) semester before the course is required to be taken for normal progression toward the chosen degree.

Documentation Required

Students constructing the documentation for review must put together a comprehensive dossier that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior alternative experiences. This requires the preparation of a persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review.

Validation components:

1. Statement about how the alternative experiences contribute to their professional and personal development.
2. Statement explaining how prior learning and experience supports achievement of learning outcomes for the course for which credit is being sought.
3. Current resume.
4. Additional documentation that may provide persuasive evidence includes but is not limited to the following:
 - a. Job descriptions
 - b. Performance evaluations
 - c. Documentation of participation in professionally sanctioned continuing educational programs
 - d. Other recognized educational programs or offerings
 - e. Government service (military, foreign, other)
 - f. Published or presented scholarship related to course content and skills
 - g. Summary of funded and unfunded professional research projects
 - h. Evidence of professional activities and how activities developed/refined skills and knowledge required in course being reviewed for portfolio credit. Examples may include designing patient-teaching information packets, producing a video, public speaking opportunities, participation in peer mentoring, designing a special project for nursing unit, assisting with health fair projects, and working on a volunteer basis with the homeless or other groups.
 - i. Documentation of leadership/management skills
 - j. Documentation of nursing practice skills consistent with those expected in course being reviewed
 - k. Letters of testimony to the acquisition of knowledge and skills required in courses being challenged
 - l. Copies of certifications received and criteria met for certification

The above components do not represent an exhaustive listing of relevant documents that may be used to substantiate prior knowledge and skills. In partnership with their advisor, students may

be asked to submit other supporting evidence validating attainment of course objectives and learning outcomes through prior learning experiences.

Once components are compiled, students submit their documentation and validation review materials to the Academic Advisor for the graduate programs who notifies the Committee of the submission to be reviewed. The degree of completeness and explicitness of the portfolio will affect the time taken to finalize the review process and reach a decision.

Financial Aid and Scholarships

The university attempts to meet the demonstrated financial needs of all applicants using grants, scholarships, loans, and part-time university employment. Information regarding financial aid can be found on the [Paying for College](#) webpage. The [Office of Financial Aid](#) is located in Kettler Hall Room 102 and can be contacted by emailing finaid@pfw.edu or by phone at (260) 481-6820.

[Scholarships](#) become available throughout the year. Each student is notified via the nursing listserv. It is the student's responsibility to monitor email and complete any requirements for scholarships.

[Graduate Student Merit Awards](#) may be offered by for students who are not legal residents of the State of Indiana. Information regarding merit awards can be found on the Office of Graduate Studies web site.

Before You Write: Ten Keys to Success

The Before You Write: Ten Keys to Success Blackboard modules will be completed by new Graduate Nursing students before their first semester begins. This series of tutorials was designed for graduate nursing students as a means to provide an overview of skills needed to support writing efforts throughout the graduate curriculum.

SECTION III - CURRICULA

Plan of Study

A student pursuing a Master of Science with a Major in Nursing should have a preliminary plan of study prior to the end of the first session/semester. The plan of study identifies a list of specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the Associate Dean of Nursing at IU Fort Wayne.

Two semesters prior to graduation an official plan of study must be submitted to Purdue University Graduate School for audit and approval. Approval from the Purdue University Graduate School is necessary for graduation. Students are responsible for the completion of the plan of study document. The plan of study is completed in collaboration with the graduate nursing academic advisor.

Graduate Student Orientation

A graduate student orientation is held each fall prior to the beginning of classes. Attendance is expected upon admission and encouraged after the first session. The orientation includes information about graduate school in general, student services, library services, and clinical site information. Faculty as well as other department personnel are introduced.

Examinations and Quizzes

Each graduate student is expected to complete examinations and quizzes by the established deadlines. If student cannot complete the exam/quiz due to extraordinary circumstances, he/she must notify the course faculty member before the exam/quiz deadline to make arrangements to take the test. University examination schedules will not be altered except on an individual basis for extreme extenuating circumstances.

Time Limitations

Due to the IPFW realignment, current graduate Nursing students must graduate by May 2019.

Course credits earned by a student whose graduate study has been inactive for five or more years cannot be used for an advanced degree. All coursework will be evaluated if the student becomes inactive (one year of no enrollment in required courses, not including summer semester). A student who has been inactive for one year may be required to repeat specified course(s) or to demonstrate competencies by testing using various methods.

Graduate Nursing Grading Scale

Following is the grading scale used for graduate nursing students:

- A 90% – 100%
- B 80% – 89%
- C 70% – 79%
- F 69% & Below

Computer and Software Requirements

Each student in the Graduate Program in Nursing is required to purchase a personal hand-held device or smart phone for clinical practice. This includes required software to support clinical activities. Students will be given additional information regarding software requirements prior to starting clinical coursework.

Technology services are available to support learning. Each student in the graduate program is required to have access to a computer for prolonged periods of time to complete requirements of the courses. The [Information Technology Services \(ITS\)](#) for students has important information about computer requirements.

Thesis Option

A master's thesis is a document authored by an individual describing results of original research undertaken by that individual and asserting a position which that individual is willing to defend. The thesis must be prepared according to Purdue University format requirements as describe by the Purdue University [Thesis/Dissertation Office](#). The Purdue University Graduate School maintains specific guidelines for the thesis.

A student may elect to complete an optional thesis through NUR 69800 Research MS Thesis (3 credits). A student taking NUR 69800 must establish an examination committee comprised of the Academic Advisor for the graduate programs and no fewer than two additional doctoral prepared members of which at least one is an IUFW graduate nursing faculty. The examination committee will certify that the student has fulfilled the requirements for a master's degree. The committee's participation will be determined by the Undergraduate Graduate Curriculum Committee (UGCC).

A student taking NUR 69800 is responsible for complying with [Purdue University Graduate School Policies and Procedures](#) Sections VII and VIII and the latest edition of the *American Psychological Publication Manual*.

Capstone Project

The capstone project is the graduate student's scholarly alternative to the thesis. It allows the synthesis and demonstration of advanced practice nursing knowledge. The capstone project illustrates the graduate's competence in meeting the program outcomes.

Information and instructions for the Capstone Project are available in the Capstone Project Guidelines publication which can be obtained from a Graduate faculty member/mentor. These guidelines are offered as an additional resource to the course syllabus for NUR 68200 Synthesis and Application and NUR 63100 FNP Preceptor Clinical Synthesis. It is the student's responsibility to clarify all capstone activities with his/her Capstone Mentor.

Forms to be completed for the Capstone Project can be found on the nursing website under [Graduate Resources](#).

SECTION IV – CODE OF CONDUCT AND NURSING POLICIES

Code of Conduct

Students at IUFW have rights and along with these rights have certain rules of conduct and responsibilities as a student. The PFW website and the [Graduate Bulletin](#) contain the entirety of the content of these topics.

Following are policies regarding professional and unsafe practices that are specific to the IUFW School of Nursing.

Professional Misconduct

Students may be failed in a nursing course and/or dismissed from the Nursing Program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on IUSON. Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.

Students are held to the standards of the [Indiana Nurse Practice Act](#) and the American Nurses Association Scope of Standards and Practice and, as such, are liable for their own actions. Behaviors of professional misconduct occurring at any time while the person is a student in the nursing program that may result in disciplinary action include, but are not limited to, the following:

- Patient abandonment and/or neglect
- Commission of fraudulent acts/documentation
- Breaching a patient's rights to privacy and confidentiality by disclosing Protected Health Information as specified by HIPAA regulation. This breach includes accessing an electronic health record in an area where others can view it, printing information at an unauthorized printer, and sharing patient or agency information details in social networking tools such as Facebook, Twitter, texting, or photographing with a cell phone or other electronic device.
- Accessing or documenting in the Cerner AES account of another student
- Theft of property from a clinical agency, client, others, or the university
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person's safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency
- Failure to report conviction of criminal activity
- Failed drug screen and/or possession of drugs or controlled substances

- Failed drug screen and/or possession of alcohol while at a clinical agency
- Failure to report an arrest with felony charges or a felony conviction

Dismissal for Unsafe or Unprofessional Practice

Students will be afforded due process in cases of dismissal. All cases for dismissal will be first reviewed by the Undergraduate Graduate Curriculum Committee (UGCC). The student will be given the opportunity to present information about the situation during the Committee deliberations. The UGCC will then make a recommendation as to whether dismissal is warranted. All consideration is based on the IUSON Policy.

In cases where there is a time lag between when the UGCC meets, the Academic Advisor for the graduate programs may deem that the student is unsafe in the clinical setting and will remove the student from clinical until deliberations are complete. If the UGCC determines that the student did not perform unsafely, opportunity to make up the practicum hours will be given.

Academic Dismissal

Academic dismissal is a permanent termination of formal studies in the Graduate Nursing Program and does not automatically carry with it a provision for re-admittance. The decision for dismissal of a student is made by the UGCC. A student can be dismissed for lack of improvement while in provisional status or for any infraction the committee considers to be severe and incompatible with academic and professional development. Students may appeal such a decision through the Campus Appeals Board.

Academic Standing Policy

The policy regarding academic standing and probation can be found on the [Academic Regulations Academic Standing](#) website. A student will be placed on academic probation if his/her GPA falls below set guidelines. A student on academic probation will be dismissed from the university if his/her GPA does not improve.

Attendance and Tardiness

Attendance is required in all clinicals, labs, and simulations. The following policy is in place regarding absence and tardiness:

- A student must notify the course lead instructor (this includes lab instructor) and clinical instructor in advance if unable to be present in a clinical, lab, or simulation. A written work-improvement plan will be given the first time a student fails to notify the course lead and/or clinical instructor of inability to attend the clinical, lab, or simulation. The student will make up the clinical experience at the discretion of the course lead instructor. A subsequent failure to notify the instructor of inability to attend a clinical will result in a clinical failure for unprofessional behavior. Clinical makeups are NOT guaranteed. A student may earn an Incomplete in the course.

- A clinical absence for which a professor was notified results in a verbal notice which will be documented in *myBlueprint*. Subsequent clinical absences will result in a written work-improvement plan.
- Clinical Tardiness: A student will receive a written, documented work-improvement plan if tardy twice to a clinical experience. Subsequent tardiness to the clinical experience will result in the student failing the course for unprofessional behavior. First tardy will result in a verbal notice.

In addition, students are responsible for obtaining the information presented in all classes.

Grade Appeal Policy and Procedure

Indiana University SON Policy # AFS-18 will be followed for all nursing students. The policy states the following:

Faculty have the authority and responsibility to fairly judge the quality of student work in the courses they teach, including written, examination, clinical, and laboratory performance. The purpose of the policy on student grade appeals is to provide a system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a grade inconsistent with those assigned to other students. The grade appeals procedure is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

A grade will not be raised because a faculty member graded tests, projects, or assignments very severely, providing the faculty member applied the same rigorous standards to all students. Nor will proof that a faculty member has been antagonistic toward the student be sufficient cause to raise a grade unless evidence exists that such antagonism did in fact result in a lower grade. The grounds for appeal are limited. If you are not certain whether you have grounds for appeal, you should discuss your case with the Assistant Dean for Student Services at IUPUI, Assistant Director for Student & Nursing Advisor at IUB or Associate Dean at IUFW.

The appeal procedure is as follows:

1. **Primary Level:** Should a student have a concern about a course grade, the student should first seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member in this case within five (5) working days of receipt of the grade. A working day includes Monday–Friday excluding university holidays or other days that the university is closed for any reason. The grade may be received through a formal notification of the grade as may occur at the end of a clinical course, or through the grade posted on *One.IU*, whichever comes first. The faculty member shall meet with the student promptly to discuss the concern.
2. **Intermediate Level:** Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with

the Department Chair or designee at IUPUI, Associate Dean at IUB or Associate Dean at IUPUI, who will meet with the student, consider evidence in the matter, and draw a conclusion which shall be communicated to the faculty member and student.

3. Final Level: Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the Associate Dean for Undergraduate Programs. The Associate Dean for Undergraduate Programs shall meet with the student, consider the matter fully, and provide a written summary of the final findings to the student with a copy to the faculty and chair or administrator.

Plagiarism Policy

According to the American Psychiatric Association (2010), plagiarism is the representation of another author's work as one's own. "The key element of this principle is that an author does not present the work of another author as if it were his or her own work" (p. 16).

The Plagiarism Policy indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student who has been identified to have plagiarized will receive a zero for that assignment.

VandenBos, G.R., Gasque, A.W., & Jackson, P., (Eds.). (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: American Psychological Association.

Plagiarism Prevention Tools

In all nursing courses the course professor has the discretion to submit a student's paper to tools or commercial products that check student assignment submissions against various online databases to determine the originality. A student who requests not to have a paper submitted to such tools must submit copies of all the referenced materials included in the assignment to the course professor. Papers submitted to plagiarism tools become part of the searchable database.

Progression Policy

The following policies regarding academic progression will be followed:

1. Only course grades of A or B are acceptable in fulfilling requirements.
2. A course in which a grade below B is earned must be repeated.
 - a. The course must be completed in the subsequent semester that the course is offered.
 - b. A grade of B or better must be earned in the course.
 - c. The course must be completed before registering for any sequential courses.
 - d. Program courses not sequential to the failed course may be taken with permission from the Academic Advisor for the graduate programs.
3. A student is placed on academic probation after earning a grade below B.

- a. Academic probation continues until the student earns a grade of B or higher in the repeated course.
 - b. Grades from original and repeated courses will appear on the transcript, but only the second grade will be factored into the student's adjusted Grade Point Average (GPA).
 - c. While the earned failed grade is not factored into the GPA when the course is repeated, the original grade below a B continues to count as a failure.
4. Dismissal from the graduate program and readmission ineligibility will result from earning two grades below B.
 5. A final GPA of 3.0 or better must be achieved to be awarded the Master of Science with a Major in Nursing.
 6. Graduate faculty post grades using full letter grades

Progression Related to Professional Development

Student progression may be denied for non-academic reasons when the cause is incompatible with professional development of practice, for example, as with unsafe practices, unethical professional practices, or attitudes incompatible with professional performance. A student may be required to complete remedial work in association with graduate courses based on past performance, standardized tests, or written and oral communication skills.

Readmission

A student previously enrolled in the graduate Nursing program at IPFW that wishes to continue his/her graduate studies at IUSON, should meet with a Nursing academic advisor to discuss his/her individual situation. An appointment can be made by calling the Nursing office at (260) 481-6816.

SECTION V – STUDENT RESOURCES

Emergency – Dial 911

The PFW [Emergency Handbook](#) addresses procedures to follow regarding various emergency situations. Students should review the handbook and be aware of what to do if such a situation occurs.

Academic Advising

Academic advisors are available to assist students by furnishing accurate, up-to-date information and appropriate guidance on academic matters. Nursing has two full-time academic advisors for the nursing programs as well as faculty member advisors. Each graduate student is assigned as his/her advisors the Academic Advisor for graduate studies and a faculty advisor. The nursing advising offices are located in LA Suite 303.

Blackboard Learn

The Graduate Program in Nursing uses the course management system [Blackboard Learn](#). Students are expected to access Blackboard on a regular basis to participate in classes. Most graduate nursing courses are delivered online or use a hybrid model. The hybrid model incorporates traditional classroom meetings with a variety of electronic formats. Many of the face-to-face classes may be accessed remotely via video streaming software. Information and training on Blackboard Learn is provided through [ITS Services Training](#). [Online learning assistance](#) is available from the [Division of Continuing Studies](#). While every online course is different, this training will provide helpful tips on becoming a successful online student.

Cancellation of Classes

Nursing classes will be cancelled only if:

- The campus is officially closed by the administration of PFW or IUFW
- The practicum or clinic site is closed by officials of that institution

Decisions to close the campus and practicum/clinic sites are left to the chief administrators of those respective facilities. In the event of inclement weather, listen to local radio or television announcements, check the PFW homepage or [Safety Info](#) webpage, check [Facebook](#) or [Twitter](#), or call the campus weather emergency number at (260) 481- 6050 or (260) 481-5770 for a recorded message. Students may sign up to receive campus alerts by phone or text through *goPFW*.

Career Services

A variety of services for exploring job opportunities are available through [Career Services Center](#). Offerings include resume preparation, interviewing help, networking, job search techniques, and career fairs. More information can be found on their website and in Room 109 of Kettler Hall, phone (260) 481-0689.

Center for Women and Returning Adults

A variety of services for the non-traditional students, both women and men, who are age 23 and older, married, and/or parents are available through the Center for Women and Returning Adults ([CWRA](#)). The center is located in the Walb Student Union in Rooms 120, phone (260) 481-6029.

Communication

The official university communication is by university email using the university student email address. Email includes information sent to the nursing listserv. Students must maintain the mailbox, including sufficient space to receive emails. Students are responsible for information sent via email.

Diversity and Multicultural Affairs

The university provides a vital support system for faculty, staff, and students of various ethnic and cultural heritages through the Office of Diversity and Multicultural Affairs ([ODMA](#)). The university strives to advance respect for the dignity and worth of individuals of diverse backgrounds and ideologies and promotes and affirms community outreach and coalition building. The office is located in Walb Student Union in Room 118, phone (260) 481-6608.

Health and Wellness Services

The campus provides comprehensive services to meet the health needs of the students, faculty, staff, and the general public. Information is available on the [Health and Wellness](#) website.

Health Clinic

The [Center for Healthy Living Campus Clinic](#) is an outpatient facility providing a variety of health care services to students, faculty, staff and community members. The clinic is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. (closed noon to 12:30 p.m. for lunch). Appointments can be made by calling (260) 481-5748. Urgent care is available.

Dental Clinic

The [Dental Hygiene Clinic](#) offers preventative dental services for students, faculty, staff, and the community for a nominal fee. It is located in Neff Hall in Room 109, phone (260) 481-6575. Hours of operation and appointment information are available on the website.

Counseling Services

The [Student Assistance Program](#) (SAP) provides confidential, short-term personal counseling services free of charge to all students currently enrolled. This includes individual, group, and couples counseling. The office is located in Room 113 of Walb Student Union, phone (260) 481-8060 or toll-free 1-800-721-8809.

Athletics Center

All students are eligible for membership at the [Athletics Center](#) in the Hilliard Gates Sports Center for no extra cost. The fitness center provides strength training equipment, cardio conditioning equipment, walking track, basketball and racquetball courts, and fitness classes as well as other health promoting services.

Communications Clinic

The [Communication Disorders Clinic](#) provides speech, hearing, and language screening, evaluation, and treatment for selected children and adults. The services are performed by students under direct faculty supervision. The clinic is located in Neff Hall Room 279, phone (260) 481-6410. Students and faculty may contact the clinic for more information.

Information Technology

Assistance with information technology includes accounts and passwords, email, software and applications, *goPFW*, and training and instructional materials. Additional services can be found on the [Information Technology Services](#) (ITS) website.

Help Desk

The ITS Help Desk provides a centralized point of contact for campus technology support. Hours are Monday through Thursday from 7:30 a.m. to 8 p.m., Friday from 7:30 a.m. to 6 p.m., and Saturday from 8 a.m. to 4:30 p.m. Contact information is as follows:

Phone (260) 481-6030
Email helpdesk@pfw.edu
Room KT 206

The Fort Wayne campus has excellent technology services to support learning. Each student in the program is required to have access to a computer for prolonged periods of time to complete requirements of the courses.

Studio M

Studio M is a multimedia production lab supporting both Mac and Windows programs in the following areas:

- Graphic design/print production
- Video editing and post production
- Audio recording, editing
- CD/DVD authoring
- Web authoring
- 2D/3D animation, layout, modeling, and rendering
- Interactive media creation

Services of [Studio M](#) include color printing, customized computer assistance, consultation on project planning, and software demonstrations. Open labs are maintained by ITS and staffed by student workers. Studio M is located in Walb Student Union Room 220, phone (260) 481-0114.

International Student Services

The [Office of International Education](#) provides admissions and related services for new and continuing international students, coordinates various campus and community ethnic and cultural celebrations, and assists with study abroad programs. The office can be contacted at (260) 481-6034.

Library Resources

The [Walter E. Helmke Library](#) resources for nursing faculty and students include health science, education, psychology, and management information. The library maintains connections with other libraries that support the cross-disciplinary nature of nursing. The library's holdings and cross-library resources are searchable via IUCAT, the IU Library Catalog shared among all IU campuses. This catalog includes both print and electronic materials. Using the library's Request Delivery through IUCAT, the collections at IU-MED and all other IU campuses can be shipped to Fort Wayne for use as long as the book is not shelved in the reference collections.

An Information Services and Instruction Librarian is available to assist faculty and students with library services.

Parking

[Open parking areas](#) (lots have white lines) are for students and visitors. No permits are required in open areas. The parking garages have open spaces from the second level up. Permits for accessible parking for students with disabilities are available from PFW's University Police in the Support Services Building.

Parking spaces marked by "A" and painted with the green lines are limited to faculty and staff who have purchased a hang tag. Students may park in spaces not otherwise reserved ("A"

parking, visitor, or for those with disabilities). Some “A” parking areas change to open parking after 5 p.m. Signs are posted to identify these areas.

Parking regulations and campus maps can be found on the [parking information](#) page of the University Police website.

Safety Alerts

Safety Alerts are posted on the [Alert Info](#) webpage. Information will also be available on [Facebook](#) and [Twitter](#). Students may receive campus alerts by phone or text by signing up through *goPFW*.

Smoking Policy

The Fort Wayne campus is a smoke-free and tobacco-free campus. The [tobacco-free policy](#) can be found on the Chancellor’s website.

Students with Disabilities

Assistance is available for [Services for Students with Disabilities](#) to ensure the accessibility of University programs and services to eligible students. Accommodations, also called support services, are individually determined based on the specific needs and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format. The office provides auxiliary assistance and program-access services for students with special needs that are based on disability.

The [Director of Services for Student With Disabilities](#) serves as the coordinator for the implementation of the [Americans With Disabilities Act](#) (ADA) and hears initial complaints based on the civil rights of students with disabilities. The office is located in Walb Student Union Room 113 and can be contacted at (260) 481-6657.

Testing Services

A variety of services, assessments, and tests for students and community members are available at [Testing Services](#) in Kettler Hall Room 232, phone (260) 481-6600.

Writing Center

Assistance in improving writing skills is available in the [Writing Center](#) located at the Learning Commons on the second floor of the Helmke Library. The staff will help with brainstorming,

developing and organizing ideas, working on issues of meaning and style, and learning to polish and edit documents. The center is not a proofreading service; improving writing takes time. To set up a 30- or 50- minute free appointment check with the student receptionist at the Learning Commons desk. Students can also submit email consultation requests online 24/7. Please allow 2-3 days for your submission to be returned. For more information, visit the [Online Consultation page](#).

Student should bring assignment to appointment as well as due dates, questions, ideas, and draft of the document. For success contact the Writing Center early in the writing process and seek assistance regularly.

Additional resources for enhancing writing skills are available at the following:

[APA Style Help](#)

[Purdue Online Writing Lab \(OWL\)](#)

SECTION VI – CLINICAL REQUIREMENTS AND PRIVILEGES

The Nurse Practitioner Programs use the Typhon Group Healthcare Solutions (Typhon) electronic log system for tracking clinical experiences. Students will be required to enter all patient encounters and clinical hours into Typhon. Typhon is both a student learning opportunity and an evaluation method for clinical courses. Patient encounters include patients that the student assesses, diagnoses, and manages as part of their clinical coursework. Individual clinical courses may have additional guidelines/requirements related to their specific course and will be noted in the course syllabus (e.g., types of encounter required, number of patients required during course).

The student's electronic log data provides a description of the patients managed during the student's clinical experience, including the number of patients, diagnoses of patients, and the type of interventions initiated. As a result, the data is an essential requirement of the student's clinical experience and is used to evaluate student clinical performance. The data are also used to meet course requirements and to evaluate student clinical performance. Upon completion of the program, students will have access to an executive summary of their log entries through Typhon for their professional portfolio.

During their NP program, students will also use this software for submitting preceptor information and clinical requirements. It is the IUSON's intent to improve the preceptor and clinical tracking by use of an integrated online system management tool.

Cost for this software is a one-time \$80 fee paid at the time a student accesses the system. Faculty will create an account for each student. Once the account has been created, faculty will send an email with login instructions and information. Students will have access to this information throughout the NP program and for three years following graduation. Typhon has the added benefit of avoiding paper logs and provides proof to prospective employers of the skills acquired.

Students shall continue to submit clinical placement forms through the Blackboard site as they have done in the past. Once confirmation has been received from the course professor, students will use the Typhon system to log clinical hours and patient visits. Hours for the Nurse Education clinicals and practicum are recorded on the log sheets and are submitted weekly to the faculty via Blackboard.

Typhon System

Following are instructions for setting up a clinical preceptor and clinical site within Typhon.

Login to the Typhon System. Under the "Information & Setup Heading" select "Setup Default Choices."

- Click the drop down menu to select "semester"
- Click the drop down menu to select "course"

- Click the drop down menu to select “faculty/preceptor”

If the preceptor name is already on the list:

- Select it, click save
- Log off

If the preceptor name or clinical site is NOT on the list:

- Click “Request Addition”
- Complete all required information
- Click save
- Send course professor an email indicating that preceptor or site is loaded in Typhon
- Student will be notified when/if the preceptor/site has been approved for use

Students may not participate in any clinical experience until the clinical site contract and the preceptor agreement has been signed by all parties.

Students should submit clinical site and preceptor requests as soon as possible. It may take several weeks/months to establish arrangements. Below are the deadlines for submitting requests. For assistance in locating a clinical site, please feel free to consult with course instructor.

FNP and AGNP students should seek practicum experiences in primary care settings that match the focus of the course. Deadlines for submitting preceptor forms are as follows:

- Fall Semester – May 1
- Spring Semester – October 1
- Summer Semester – February 15

Graduate Clinical Practicum

Clinical Practicum

Clinical practicum hours are to be scheduled at the convenience and availability of the preceptor. Each student is expected to accommodate personal and work schedules to meet the number of clinical hours required in the clinical course. It is not the preceptor’s responsibility to accommodate student schedules. Instead, the student has a professional obligation to arrange schedules as advised by the preceptor. The student and preceptor need to agree on the days and times that the student will be in the clinical agency prior to beginning the clinical practicum experience. Please read the [Graduate Practica Guidelines](#).

It is the responsibility of the student to discuss with and notify his/her advisor of the location of the desired clinical site and preceptor at least three months (90 days) prior to the semester. Nurse Educator students should seek practicum experiences in practice settings that match the area of expertise and allow for provision of direct patient care.

Clinical Practicum Contracts

Clinical practicum contracts must be in place at least 90 days prior to the beginning of the student practicum. Work with an advisor to determine clinical site so that existing contracts can be verified and new contracts initiated. No clinical experience may take place without the appropriate clinical agency contract.

Documentation of Required Practicum Objectives, Client Encounters, Clinical Time

It is the student's responsibility to complete the required clinical hours. Objectives are written by the student with the approval of the faculty and preceptor.

If the required clinical practicum hours for the term are not completed, the student cannot expect the preceptor to continue the relationship. Extension of the clinical practicum period with the preceptor cannot be assumed and is granted only by agreement with the preceptor, clinical agency, and graduate faculty. Illness or emergencies affecting completion of practicum hours should be discussed with the graduate faculty and preceptor.

If unable to attend clinical practicum on a day that is scheduled, the student **must immediately** notify the preceptor and graduate faculty. Failure to notify the preceptor as negotiated prior to the beginning of the scheduled clinical practicum day is unacceptable and may put completion of the practicum in jeopardy. A plan for completion of the lost clinical practicum time must be negotiated with the graduate faculty and preceptor.

The student must complete all required forms for the clinical practicum by the end of the semester. The preceptor will complete the Clinical Evaluation Form that is specific to the area of concentration.

Clinical Practicum, Lab, and Seminar Hours

Clinical practicum provides the student with an opportunity to learn and enhance assessment, diagnosis, and management of advanced nursing practice. The location, focus, and number of practicum hours are determined by requirements for accreditation of the particular concentration. The clinical practicum, lab, and/or seminar hours may change according to criteria for certification and/or accreditation. No lunch hours should be included in the Verification of Hours Time Log. Once hours are submitted into Blackboard and/or Typhon, no changes can be made in the record of hours.

Students in the AGNP concentration must complete 690 hours of required documented clinical under the supervision of an approved preceptor along with 30 hours clinical seminar and 135 hours of laboratory experiences.

Student in the FNP concentration must complete 630 hours of required documented clinical under the supervision of an approved preceptor along with 30 hours clinical seminar and 135 hours of laboratory experiences.

Students in the NE concentrations must complete 225 hours of required documented clinical under the supervision of an approved preceptor. 100 hours of the 225 hours must be in the

provision of direct patient care, practicing the advance nursing skills and knowledge included in the 3 P's and the entire nursing core curricula.

Clock hours are defined as follows:

One semester credit hour equals a 50-minute class hour.

One semester credit hour equals 5 clinical hours.

One semester credit hour equals 3 laboratory hours.

Confidentiality

Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must complete the Purdue University HIPAA PowerPoint self-study, earn 100 percent on HIPAA Quiz, and turn in the signed confidentiality agreement of Purdue University.

Utilization of Patient Information

No identifying patient information including computer generated information may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, room number, and social security number. See Code of Conduct in Section IV for more information regarding the IUSON policy.

Student Identification

Each student is required to wear the official IPFW identification badge at all times during the practicum experience. The format of the ID is as follows:

- First and last name with credentials
- Graduate Nursing Student
- Area of concentration

IDs are purchased at:

James Medical
7821 Coldwater Rd.
Fort Wayne, IN 46825

Contact: Doug James at (260) 969-1827

Fax (260) 969-1829

Email: doug@jamesmedical.com

Dress Code

Each student is expected to adhere to the dress code of the practicum site. Professional dress is expected at all times. Lab coats with the IPFW logo are required and can be purchased with an IPFW logo at James Medical.

Requirements for Graduate Clinical Nursing Courses

In preparation for the clinical practicum, a student must meet all of the practicum site and Nursing [clinical requirements](#). Requirements are subject to change. Check university email and website often. Each student is responsible for making copies, assembling, and submitting proof of the requirements to the Nursing secretary in Room LA 342.

Cardiopulmonary Resuscitation Certification

Proof of completed professional/healthcare provider level cardiopulmonary resuscitation (CPR) must be submitted to Nursing secretary (LA 342) by August 15 (fall semester), December 7 (spring semester), or May 1 (summer semesters I and II). CPR certification must be from either the Red Cross or the American Heart Association and must be valid through the end of the semester.

A photocopy of the front and back of the card must be given to or sent via email to the Nursing secretary, Room LA 342.

Communicable Disease Policy

While in the clinical practicum setting, students are responsible for being free of communicable disease. If a student has been exposed or shows indications of communicable disease, he/she must inform a member of the faculty prior to going to the clinical practicum site.

Exposure Incident Policy and Procedures for Nursing Students

Students enrolled in a program in the health sciences may be exposed to possible injuries and communicable diseases. **All students are required to carry their own health insurance.** Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student. Information regarding coverage is available in the Nursing office, LA 343.

If a student has an exposure incident, the Exposure Incident Policy and Procedure must be followed. Documentation forms that are found in the policy and procedure must be completed and signed and copies distributed.

Exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of health care professionals (OSHA, 1991).

If a student in any clinical setting has an exposure incident, the following procedures will be followed:

1. The student will notify the clinical instructor immediately. In special cases a designated preceptor may be notified.
2. Make sure proper protocol (required by the clinical agency, hospital, clinic, home care, community setting, etc.) is followed and immediate care of the wound or splash is completed. Determine if the individual was able to squeeze blood from the wound. Parkview Occupational Health reports there is no need to do any testing if there was not blood-to-blood contact. Disinfection procedures will be adequate if skin was slightly punctured without blood.
3. The Bloodborne Pathogens Exposure Incident Form will be completed and signed by both the clinical faculty member (or designated preceptor) and the individual who was potentially exposed to a bloodborne pathogen. Copies will be given to the following:
 - a. Director of Academic Programs
 - b. The individual who was injured.
4. Additionally, the required institutional (hospital, clinic, home care, community setting, etc.) form/report will be completed.
5. The student will be advised to be seen without delay (within one to two hours is recommended) at a medical facility. Suggested sites are Parkview Occupational Health, located at 3103 East State Boulevard, phone (260) 471-0411; Parkview Emergency Room; or Lab Corp, which has several locations in Fort Wayne. Parkview Occupational Health and Parkview Emergency Room are open 24 hours a day.
6. As soon as possible following the incident, the clinical faculty member needs to verbally report the exposure incident to the lead faculty member who is responsible for the course.
7. Ensure that all clinical faculty members have a supply of the Bloodborne Pathogens Exposure Incident Form and the Exposure Incident Policy with them in the clinical settings.
8. This policy and procedure will be reviewed annually during the first faculty meeting of fall semester.

Immunizations and Screenings

Health and clinical records (TB certification, physicals, etc.) must be submitted to the Nursing secretary, LA 342 by the deadlines listed below. Documentation must be good through the entire semester. All requirements must be up to date before beginning clinical rotations. For any questions regarding clinical requirements please contact the nursing office at (260) 481-6816.

Deadlines for submitting health records are as follows:

- Fall Semester – August 15
- Spring Semester – December 7
- Summer Sessions I and II – May 1

Clinical Requirements and Required Forms are available on the [Graduate Student Resources](#) website.

TB/Mantoux/Quantiferon Gold

Each student must submit proof of completed TB by the deadlines noted above and submitted to the Nursing secretary, LA 342. A student with a positive reaction to the TB skin test must

submit the [TB Surveillance Record Positive Reactor Checklist](#) by the deadline. If a student's Chest X-Ray was done more than three (3) years ago, he/she will need to get a new Chest X-Ray and turn in the report to meet the deadlines above.

Flu Vaccine

In accordance with recommendations by the Center for Disease Control and local health care organizations where students will be attending, nursing students enrolled in clinicals or practicums are required to obtain an annual flu immunization. Each student must submit proof of completion by the deadlines noted above and submitted to the Nursing secretary, LA 342.

Hepatitis B Immunization

Upon admission to the graduate program in nursing, each student must submit proof of completion of the series of three Hepatitis B immunizations or a positive reactive titer to the Nursing secretary, LA 342.

Substance Abuse Screen

The following policy will be followed regarding substance abuse screening:

1. Each student enrolled in a clinical course is required to undergo a substance abuse screen at least every 12 months to test for the presence of alcohol, drugs, or other controlled substance.
2. In subsequent semesters the substance abuse screen must be completed by August 15 (fall semester), or December 7 (spring semester), or May 1 (summer sessions I and II) to meet the every 12-month requirement.
3. If any substance abuse test reveals that a student is engaging in the illegal use of drugs, is otherwise impaired and unable to perform one or more essential functions of the job with or without reasonable accommodation as may be required by law, or poses a direct threat to the health or safety of others, the student will fail the nursing course and be dismissed from the IU School of Nursing.
4. Disclosure of prescribed medications must be supported by prescription documentation.
5. Upon failure of the substance abuse screen, one retest at the student's expense immediately after receiving notification of the failed substance abuse screen will be permitted.
6. A subsequent failure of the substance abuse screen results in immediate course failure and dismissal from IU School of Nursing for a minimum of five (5) years.
7. Any licensed nursing student failing or refusing the retest substance abuse screen will be reported to the Indiana State Board of Nursing.
8. Any student dismissed from the IUSON due to failure of the substance abuse screen will be directed to the Dean of Students.
9. After five (5) years, application for admission to the IUSON will be considered with documentation of continuous compliance with a recovery treatment program.

Additionally, a student may undergo a substance abuse screen to test for the presence of alcohol, drugs, or other controlled substances under the following conditions:

1. Following an injury occurring at the clinical site

2. When a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the clinical site involving students or others working in the area to which students have been assigned
3. At random intervals when a student appears to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances
4. When there is reasonable cause or suspicion to believe that a student is under the influence of alcohol, drugs, or other controlled substances
5. Upon the return of a student following a period of absence (not enrolled in classes) from providing services of more than 30 days and when the student has illegally or improperly used controlled substances and has successfully completed a rehabilitation program, all except to the extent prohibited by law

Contact any of the following health services facilities to arrange a time to begin the substance abuse screening process.

Center for Healthy Living. Clinic is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointments can be made by calling (260) 481-5748.

Lab Corp. Fee is required and payable to the facility at the time of the screening. A check or cash will be accepted. Bring Student ID card.

Parkview Occupational Health. Fee is required and payable to the facility at the time of the screening. Parkview Occupational Health is open 24 hours per day from 7 a.m. on Monday to 7 a.m. on Saturday. No appointment is necessary. Parkview can be contacted at (260) 373-9300

Background Check

Each student needs to complete the background check by August 15 (fall semester), December 7 (spring semester), or May 1 (summer sessions I and II). After the initial background check, students are required to do an Annual Personal Disclosure each year between August 1 and August 14.

Student Professional Liability Insurance

All students in the clinical area are required to carry professional liability insurance. This insurance covers the person only in the clinical area while in the student role. Hospital insurance policies do not cover students. This insurance can be obtained through the following:

Private insurance company. A copy of professional liability insurance including the name of the insurance company, statement of coverage as a student, dates of coverage, and policy number must be submitted to the Nursing secretary by August 15 (fall semester), or December 7 (spring semester), or May 1 (summer sessions I and II).

Group policy through the University. Insurance available through the university will automatically be charged to your university account once per year. Accounts are credited once proof of professional liability insurance purchased through a private insurance company is given. Insurance charged during fall semester is valid through May 31 of the academic year. Insurance charged for the spring semester is valid through May 31 of the academic year.

Student Professional Liability Coverage Through the University

Special coverage is available to students who, as part of their course requirements, work with members of the public either on or off campus. As all students in these situations are exposed to potential liability, Nursing recommends purchase of this coverage. Purdue Insurance Services Enterprise provides coverage for the following:

- Liability arising out of real or alleged wrongful acts
- Payment of all court costs
- Expert legal counsel and claims adjusters