

# **KENNESAW STATE UNIVERSITY**

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**WellStar College of Health and Human Services  
WellStar School of Nursing**

**Graduate Nursing Program**

# **MSN**

***STUDENT HANDBOOK***

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**\*2020-2021\***

**KENNESAW STATE UNIVERSITY**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

I acknowledge being informed that a copy of the WellStar School of Nursing Student Handbook is on the WellStar School of Nursing website:

<http://wellstarcollege.kennesaw.edu/nursing/students/student-handbook.php>

I realize I am responsible for being familiar with the policies and procedures addressed in this Handbook while I am a student enrolled at Kennesaw State University.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please sign form and return to instructor.**

## Preface

You will find a variety of supportive information in this handbook. The suggestions for the contents came from students and faculty. The handbook was researched and compiled with student and faculty input, and by the Bylaws Committee of the WellStar School of Nursing. It is the hope of the Graduate Faculty Bylaws Committee that this **Student Handbook** will be a valuable resource for you. Your input will assist us in improving future editions.

Revised 1992, 93, 94, 95, 96, 97, 98, 99, 2000, 01, 03, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17

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## **AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**Professional and Ethical Behavior of Nursing Students**

As a student in the WellStar School of Nursing it is an expectation that all will abide by the following principles and precepts. Students are expected to conduct themselves in ways consistent with the American Nurses Association Code of Ethics for Nurses and for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. The following principles of ethics are core values held by persons in the nursing profession (Berman, Snyder, & Frandsen, 2016).

- Beneficence- the doing of good
- Justice- fair, equitable, and appropriate care
- Autonomy – freedom to make choices
- Veracity- telling the truth
- Fidelity- keeping one’s promises
- Respect- for self and others
- Nonmaleficence- duty to “do no harm”

**A. Professional Behavior**

The KSU faculty expects students to conduct themselves in a professional and respectful manner at all times.

1. Abide by the classroom rules regarding testing and test review
2. Be considerate of others
3. Be respectful of diverse ideas and opinions
4. Receive constructive feedback and utilize the feedback for enhanced learning
5. Be punctual for appointments, meetings, class, and clinicals. Notify appropriate faculty in a timely fashion if late or unable to attend
6. Refrain from using slander (malicious, false or defamatory statement or report), or libel (defamation by written or printed word), and profanity
7. Treat others with civility, kindness, and intellectual engagement
8. Promote the highest level of moral and ethical standing, accepting responsibility for actions rendered
9. Be ready and prepared for class/clinical. Arriving unprepared can cause potential harm to patients and liability to the health facility and university. Being unprepared is grounds for immediate dismissal from the clinical site and will be counted as a clinical absence
10. Adhere to the WellStar School of Nursing Dress Code. Dress professionally in clinical and in all professional encounters

11. Adhere to the WellStar School of Nursing Chemical Abuse Policy.
12. **No smoking or use of any tobacco products is allowed at clinical agencies.** KSU prohibits the use of tobacco products on any University property: therefore, this policy extends to all clinical agencies (Student Handbook)
13. Contribute to upholding the reputation and community values of Kennesaw State University and nursing educational program in all areas, locally and abroad.
14. Personal use of technology (such as social media) during class and clinical activities is prohibited. Do not take pictures at clinical activities without permission of instructor and clinical agency.
15. WSON student uniform or lab coat should only be worn for clinical and school related activities.

## **B. Academic Integrity**

The KSU faculty seeks to encourage student intellectual and moral development in the nursing program. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, and misrepresentation/falsification of University records or academic work. Incidents of alleged academic misconduct will proceed through established procedures of the University Judiciary Program including informal resolutions, formal hearing procedures, and suspension as indicated. Academic misconduct is viewed as a serious matter and is in violation of the National Student Nurses Association and American Nurses Association Code of Ethics. Examples include but are not limited to:

1. Engaging in plagiarism
2. Not recording/reporting honestly. Falsifying information on patient records or any student documents is unacceptable
3. Buying, selling, soliciting, possessing, transmitting or using any quiz, test, or exam material that has not been approved by faculty
4. Collecting and/or transmitting information without faculty consent via phones, cameras, computers, recorders, or other electronic devices in the classroom or clinical setting.
5. Maintain patient confidentiality and abide by the WellStar School of Nursing and clinical agency regulations, as well as HIPAA laws. Using social networking sites to post any information or pictures concerning clinical experiences is prohibited and a HIPAA violation.
6. Submitting any work/assignment completed by another student
7. Cheating on exams or any course assignment

***If a student has a question as to whether certain material, activity or behavior is a violation of this code, the student has a responsibility to seek guidance from a faculty member before proceeding to act or use the material. Students are encouraged to report infractions of this standard to a faculty member or Director of the Graduate Program. Not abiding by the above principles, or any other unethical or unprofessional behavior on the part of the student, may be grounds for course failure or immediate dismissal from the classroom, clinical site and/or the nursing program.***

Revised: 04/23/2012, Reviewed 7/13, 7/14, 7/15, 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**Mission of the WellStar School of Nursing**

The Mission of the WellStar School of Nursing is in accordance with the missions of the WellStar College of Health and Human Services and the University. The commitment delineated in the School's mission statement is threefold:

1. to create and sustain exemplary undergraduate and graduate nursing programs that promote academic excellence;
2. to serve as leaders and as a community resource in the provision of services to consumers and agencies in collaboration with other disciplines; and.
3. to participate in research and other scholarly pursuits.

This commitment seeks to promote an environment that is consistent with quality teaching significant service, and meaningful scholarship programs.

Adopted 10/22/01. Reviewed Spring 2011, 7/13, 7/14, 7/15, 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**Philosophy**

The faculty of the WellStar School of Nursing (WSN) believe that nursing, as an art and science, is committed to fulfilling an essential social responsibility to foster the health and well-being of patients, families and communities. The WSON philosophy, based on the values of caring, collaboration, advocacy, patient/family centered care and social justice, frames the faculty's approach to education, service, scholarship and practice.

In congruence with Kennesaw State University's mission statement, the faculty believe that learning is an active, dynamic, and life-long process. Nursing education is learner centered\*, grounded in mutual respect and shared responsibility that fosters individual and professional growth. WSON is committed to providing professional mobility for all levels of nursing through innovative and creative instructional modalities and strategies.

**WSN Core Values**

The faculty in collaboration with students share the following core values:

**Advocacy**

- Professional voice for patients, nursing, families and communities

**Caring**

- The essence and central focus of nursing is what makes persons, their environments, and interpersonal concerns meaningful
- Philosophical, interpersonal and technical components that interface to facilitate positive human interactions and environments

**Collaboration**

- Working together in mutual respect to facilitate intraprofessional and interprofessional actions for the benefit of the patients, families and communities.
- The nurse is in a unique position to assume the role of leader

**Patient/Family Centered Care**

- Respecting and incorporating the wishes, beliefs and values of the patient and family into holistic care

**Social Justice:**

- Recognizing and providing nursing care to diverse patients, families, and communities with equality, respect, and dignity

\*"Learner centered teaching and learning combine a focus on a.) individual learners, taking into account their experience, perspectives, backgrounds, talents, interests, capacities, and needs and b.) the best available knowledge about learning and how it occurs" (Smith, Carpenter, & Fitzpatrick, 2015, p. 209)

Revised Spring 2011, 07/2017  
Reviewed 7/13, 7/14, 7/15, 7/16

**Kennesaw State University**  
**WellStar College of Health and Human Services**

**WellStar Primary Care Nurse Practitioner Program**  
**Program Outcomes/Student Learning Outcomes**

**Program Outcomes**

1. Demonstrate continuing academic quality of students admitted to the program.
2. Maintain a program completion rate of 90% or higher within 6 years of admission.
3. Demonstrate improvement in scholarly productivity of students.

**Student Learning Outcomes**

Upon completion of the WPCNP program, students will be able to:

1. Synthesize knowledge from nursing, related sciences, and humanities, including culturally appropriate concepts, in the implementation of advanced practice nursing to improve health care outcomes in primary care settings.
2. Integrate social, economic, ethical, legal, and cultural influences in the planning, delivery, management, and evaluation of potential and actual health care problems for individuals and families across the lifespan.
3. Implement patient/family-centered evidence-based clinical prevention strategies for health promotion.
4. Apply professional and collaborative communication skills to improve patient self-care and to expedite the coordination of services and interprofessional referrals across a variety of settings.
5. Employ informatics and healthcare technologies in the delivery, integration, and coordination of care for individuals and families.
6. Employ leadership and advocacy skills in the implementation of ethical and critical collaborative decision-making to improve quality and safety outcomes for individuals and families in a variety of settings.
7. Translate evidence-based knowledge into practice by applying research outcomes to influence health care policy health care delivery, and care outcomes in a variety of practice settings.

Revised and Approved by faculty 2015. Reviewed 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**MSN Leadership in Nursing Program**  
**Nursing Education Leadership in a Digital World**  
**and**  
**Nursing Administration and Transformational Leadership Track**  
**Program Outcomes/Student Learning Outcomes**

**Program Outcomes**

1. Increase the graduation rate of students from the program within six years of admission.
2. Increase the number of qualified applicants accepted into the program.
3. Demonstrate the scholarly productivity of students during the program.

**Student Learning Outcomes**

Upon completion of the MSN Leadership in Nursing program, students will be able to:

1. Synthesize knowledge from nursing, related sciences, and humanities in the implementation of advanced nursing roles.
2. Integrate social, economic, organizational, ethical, legal, and cultural influences in the planning, delivery, management, and evaluation of care for individuals, families, and populations.
3. Employ organizational and systems leadership skills in the implementation of quality improvement change processes.
4. Participate in creation and translation of research and evidence-based knowledge within educational and/or practice settings.
5. Employ strategies at the systems levels to influence health policy processes.
6. Employ informatics and healthcare technologies in the implementation of advanced leadership roles.
7. Apply inter-professional collaboration, communication, and leadership skills to improve outcomes for various populations and settings.

Revised and Approved by faculty 2015. Reviewed 7/16, 7/17

## **AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION**

(University System of Georgia schools only)

**To:** The Board of Regents of the University System of Georgia or any of its member institutions (hereinafter referred to as the "Institution"), and any facility where I may participate in an educational training program, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the "Facility").

**Re:**

\_\_\_\_\_

**(Print Name of Student)**

As a condition of my participation in an educational training program and with respect thereto, I hereby waive my privacy rights, including but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 12328 (b) (2) (B), and grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release any and all of my records and information in its possession, including but not limited to academic record and health information to any Facility where I may participate in an education training program, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the "Facility"): I further authorize the release of any information, relative to my medical history, physical and mental condition to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the educational training program. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an educational training program.

I further agree that this authorization will be valid throughout my educational training program. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this. ("Authorization for Release of Records and Information.")

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be done in lieu of the original.

By signing this "Authorization for Release of Records and Information," I hereby indemnify and hold harmless The Board of Regents of the University System of Georgia, its members, agents, servants, and employees, The Board of Regents of the University System of Georgia member institutions and their respective members, agents, servants and employees, and the Facility and its members, agents, servants and employees (each of the foregoing being hereinafter referred to individually as the "Indemnified Party") against all claims, demands, causes of action, actions, judgments, or other liability including attorneys' fees (other than liability solely the fault of the Indemnified Party) arising out of or in connection with this "Authorization for Release of Records and Information.'

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older; suffer under no legal disabilities, and that I have freely and voluntarily signed this "Authorization for Release of Records and Information."

This the \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Witness Name (Please Print)

## **EDUCATIONAL TRAINING PROGRAM AGREEMENT**

**(University System of Georgia schools only)**

In consideration for participating in an educational training program at any Georgia Hospital Association member Facility or any other Facility where I may participate in such a program (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular patients or patients.
4. To not publish any material related to my educational training program that identifies or uses the name of the Institution; the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, patients, students, faculty or staff, directly or indirectly; unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow the Center for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations' while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student or faculty member.

Further, I understand and agree that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution, or the Facility for any services I provide to the Facility or its patients, students, faculty or staff as a part of my educational training program.

I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assume no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance;

and that I am not entitled to any benefits available to employees. Therefore, I agree not to in any way hold myself out as an employee of the Institution, the Regents, or the Facility.

I understand and agree that I may be immediately withdrawn from the Facility's educational training program based upon a perceived lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients for me to continue.

I understand and agree to show proof of liability insurance in amounts satisfactory to the Facility, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, suffer under no legal disabilities, and that I have freely, and voluntarily signed this "Educational Training Program Agreement."

This the \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Witness Name (Please Print)

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**BLOODBORNE PATHOGENS POLICY**

This policy is necessary for the education and prevention of the spread of bloodborne pathogens to students. These recommendations are based on the most current information from the Center for Disease Control (CDC), the Georgia Department of Human Resources (GDHR), the American Hospital Association (AHA), and the Occupational Health and Safety Administration (OSHA).

The American Nurses Association (2015) code of ethics for nurses with interpretive statements. Washington, D.C. American Nurses Publishing states, "The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems." In accordance with the Code, the Kennesaw State University WellStar School of Nursing believes nursing professionals, including faculty and students, have a fundamental responsibility to provide care to all patients assigned to them and that refusal to care for patients with infectious diseases is contrary to the Code of Ethics of the nursing profession especially in light that strict adherence to isolation of blood and body fluids is considered sufficient to substantially reduce patient/patient nurse and nurse patient/patient transmission.

Just as nursing professionals have a moral commitment to care for all patients, faculty members have a special responsibility to exemplify the standards of ethical behavior and compassion as role models for their students. In addition, faculty members have an obligation to stay informed about new developments in infectious disease.

No prospective student, faculty member, or staff member will be refused admission or employment solely because of positive results on diagnostic tests for a bloodborne infectious disease. Further, no screening of potential candidates will be required for either admission or employment.

The primary goal of bloodborne pathogens education is prevention; therefore, it is expected that each faculty member and student will complete, upon entry into the WellStar School of Nursing and annually thereafter, the Bloodborne Pathogens Safety Self-Study Modules: Part 1: Bloodborne Infections; Part 2: Exposure controls and PPE; Part 3: Work Practice Controls.

In the event of an exposure to a bloodborne pathogen by faculty or student, the Blood and Body Fluid Post-exposure Plan will be stringently followed. Situations which arise will be handled individually in order to provide maximum support to the affected individual.

There are certain situations that may warrant the relief of student and or faculty responsibility from working with a patient with an infectious disease, they are as follows:

1. A student/faculty with an infection that can be communicated to an immunosuppressed patient;
2. An immunosuppressed student, or;

3. Other unforeseen situations not covered by the above. In such a case, the faculty and student will determine the assignment.

The Blood and Body Fluid Post exposure Management guidelines included in this Bloodborne Pathogens Policy will be adhered to when working in a clinical facility and the University laboratory setting for students.

The above policy will be reviewed and or revised annually.

Effective: 3/26/93

Revised: 5/94, 9/97, 12/00, 7/13

Reviewed: 12/98, 10/01, 5/05, 7/06, 7/10, 7/11, 7/13, 7/14, 7/15, 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**Guidelines for the Management of Exposures to HBV, HCV, and HIV and  
Recommendations for Post-exposure Prophylaxis**

The guidelines for this policy were developed using *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis*, published in the MMWR, June 29, 2001 and *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Post-exposure Prophylaxis* published in the MMWR, September 9, 2013.

Bloodborne pathogens are potentially life threatening. The primary way to prevent transmission of hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) through occupational blood exposures in healthcare settings is prevention. Standard precautions should be employed when caring for all patients. Additionally, immunization for hepatitis B is an integral component of a complete program to prevent infection following bloodborne pathogen exposure and is required of all nursing students and clinical faculty.

"An exposure that might place healthcare provider (HCP) at risk for HBV, HCV, or HIV infection is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious" (MMWR, 2001, 2013). All body fluids except sweat are considered potentially infectious.

The Center for Disease Control (CDC) has documented low numbers of infections due to occupational exposures to potentially infectious body fluids that occur annually in the health care settings. "HCV is not transmitted efficiently through occupational exposures to blood. The average incidence of anti-HCV seroconversion after accidental percutaneous exposure from an HCV-positive source is 1.8%. The risk of HBV infection is a well-recognized occupational risk for healthcare personnel. The risk of HBV infection is primarily related to the degree of contact with blood in the work place and also the hepatitis B e antigen (HBeAg) status of the source person. In studies of healthcare personnel who sustained injuries from needles contaminated with blood containing HBV, the risk of developing clinical hepatitis if the blood was both hepatitis B surface antigen (HBsAg)-a and HBeAg-positive was 22-31%; the risk of developing serologic evidence of HBV infection was 37-62%. By comparison, the risk of developing clinical hepatitis from a needle contaminated with HBsAg-positive, HBeAg-negative blood was 1-6%, and the risk of developing serologic evidence of HBV infection, 23-37%. The average risk of HIV transmission after a percutaneous exposure to HIV-infected blood has been estimated to be approximately 0.3%...and after a mucous membrane exposure, approximately 0.09%." Exposure to a source patient who has an undetectable serum viral load does not preclude the possibility of HIV transmission (MMWR, 2013)

Prompt post-exposure prophylaxis intervention reduces the risk of infection following an exposure and should be considered and an urgent concern. Guidelines for immediate action are contained in this Policy.

Additional interventions for **post-exposure prophylaxis for HBV, HCV, and HIV are at Kennesaw State University Health Clinic.**

In the event of exposure the health care provider in the Kennesaw State University Health Clinic will call the Clinical Consultation Centers' National Clinicians' Post-exposure Prophylaxis hot line at 1-888-448-4911. This hot line is available from 9:00 AM to 2:00 am Central Standard Time. 7 days a week.

Revised 7/16, Reviewed 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**BLOOD AND BODY FLUID POST-EXPOSURE MANAGEMENT**

Blood or body fluid exposure is defined as any of the following:

- Percutaneous inoculation (needle stick or sharp injury).
- Non-needle percutaneous exposure (open cuts and/or abrasions).
- Direct mucous membrane contact (accidental splash).
- Direct contact with large amounts of blood and body fluids without glove protection (hands frequently have small nicks or cuts, which act as a portal of entry for microorganisms).

In the event of an exposure to blood and or body fluid the affected **STUDENT** will:

1. **Immediately** wash the exposed area. Use soap and water. Flush exposed mucous membranes or eyes with tap water for 15 minutes. Remove contacts if eyes are exposed.
2. **Immediately** report the incident to the clinical faculty. In addition, the student will notify the charge nurse or nurse manager on the unit to which she/he has been assigned for clinical.
3. **Immediately** receive a confidential medical exam (can be provided by the facility if feasible, the student may use private family MD at student's own expense, or the medical exam can be done at the WellStar Kennesaw State University Health Clinic). If the student does not have a usual source of medical care she/he may choose a physician from the Kennesaw State University's listing of Workers Compensation Physician Panel. As part of this medical exam, the student will be tested for Hepatitis B and Hepatitis C antibodies and HIV.
4. **Immediately** notify the WellStar Kennesaw State University Health Clinic (KSUHC) of the exposure and report to the KSUHC for further evaluation and/or treatment on the next Clinic workday. The Clinic is located at 3215 Campus Loop Road, House 3215, Kennesaw, GA. The telephone number is 470-578-6644, M-F 8:30am -5:00 pm. The KSUHC will provide ongoing counseling and follow up.
5. **Immediately** cooperate in an investigation of the incident with the clinical facility and complete an incident report within 24 to 48 hours. The report and all subsequent information will be kept in a confidential file in the WellStar School of Nursing Director's office.
6. Follow through with any additional testing and investigations as directed by the WellStar Kennesaw State University Health Clinic.

When a student reports an accidental exposure, the **FACULTY** will:

1. Access the **Checklist: Blood and Body Fluid Post-exposure Management** contained herein and guide student through activities and completion of document.
2. Verify that the exposed site has been washed or flushed as appropriate.
3. Determine the extent of exposure by asking the student to describe the incident thoroughly. Details that should be included: date and time of exposure; where and how exposure occurred; exposure site on the student's body; severity of exposure; any other details deemed relevant by faculty member or clinical agency.
4. Assist the student in securing immediate medical follow up and blood tests.
5. Immediately, or as soon as feasible, investigate the source's status (usually a patient) related to bloodborne pathogens. If this information is NOT available from a previous laboratory study, the faculty will follow the individual agency procedures for obtaining the necessary testing.
6. Inform affiliating agency representatives of the Department's policies and procedures related to pathogen exposure.
7. Complete WellStar Kennesaw State University Health Clinic's Incident Report within 24-48 hours and submit to Clinic personnel. A copy of this form is found at the end of this Bloodborne Pathogens Policy. Submit copy of this report to WSON Director for filing.
8. Maintain confidentiality regarding the incident.

Revised 7/13, 7/16 Reviewed 7/14, 7/15, 7/17

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**CHECKLIST: Blood and Body Fluid Post-exposure Management**

Name: \_\_\_\_\_

Date of Exposure: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**Date/Initials**

- \_\_\_\_\_ 1. Exposed area washed or flushed as appropriate.
- \_\_\_\_\_ 2. Received immediate medical examination, including testing for HBV, HCV, and HIV.
- \_\_\_\_\_ 3. Reported incident to Charge Nurse or Nurse Manager of assigned area.  
Name of Person \_\_\_\_\_  
Title: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Location in Institution: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- \_\_\_\_\_ 4. Completed necessary hospital documentation (e.g. hospital Incident Report) and obtained a copy if possible.
- \_\_\_\_\_ 5. Notified WellStar Kennesaw State University Health Clinic.
- \_\_\_\_\_ 6. Completed WellStar Kennesaw State University Health Clinic Incident report.
- \_\_\_\_\_ 7. Submitted Incident report to KSUHC
- \_\_\_\_\_ 8. Counseled student regarding the need for ongoing evaluation, treatment, and/or counseling.
- \_\_\_\_\_ 9. Submitted copy of completed WellStar KSU Health Clinic Incident Report to Director, WSON for filing.

Revised 7/13  
Reviewed 7/14, 7/15, 7/16, 7/17



The following form will be completed by the healthcare provider who sees the patient in the Kennesaw State University Health Clinic. The initial healthcare provider will provide all follow up contacts.

**Student Name** \_\_\_\_\_

**Today's date** \_\_\_\_\_

**Date of exposure** \_\_\_\_\_

**Explanation of exposure (please be as specific as possible)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<b>Student</b>	<b>Initial</b>	<b>3-months</b>	<b>6-months</b>	<b>12-months</b>
<b>HIV</b>					
<b>HbsAB</b>					
<b>HCV</b>					

CRNP Signature \_\_\_\_\_

Source Patient Initials \_\_\_\_\_

HIV Antibody \_\_\_\_\_

HbsAB \_\_\_\_\_

HCV Antibody \_\_\_\_\_

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**REQUIREMENTS FOR CLINICAL PARTICIPATION**

**WELLSTAR SCHOOL OF NURSING HEALTH FORM**

Annual Physical Exam form and Immunizations signed by a Physician or Nurse Practitioner.

Student forms will be reviewed by WSON staff. Each semester a random number of student health forms will be selected to verify the completion and signature of physician or nurse practitioner.

*Health Forms will be on the KSU Nursing Website or you can contact WellStar School of Nursing Office @ 470-578-3230.*

**PROOF OF HEALTH INSURANCE**

Please submit proof of current health insurance coverage. A copy of your card is acceptable (front and back).

*For information on insurance plan(s) offered through the University please refer to <http://www.uhcsr.com/kennesaw>*

**PROOF OF CPR CERTIFICATION**

Every Nursing Student is required to have their current CPR Certification on file in the Nursing Department Office. A copy of your **signed** CPR card, front & back is required. Your American Heart Association Certification **must** state “BLS for Health Care Provider.”

**TUBERCULOSIS TESTS (PPD) or Chest X-Ray**

Proof of negative 2-step PPD (Purified Protein Derivative) or if PPD is positive or prohibited for other reasons, a Quantiferon Gold or T-spot test or a chest x ray is required. PPD's and Quantiferon Gold/T-spot tests must be updated **annually**, however, some clinical agencies may require more frequent testing.

When necessary to submit a **chest x-ray**, a copy of the written report **IS** required. X-Rays with report are good for 1 year. The written report **must** state the date the test was given, the date the results were read, and the results.

Students with recently converted PPD's will be referred to the Health Department, Personal Physician or KSU Health Clinic for follow up.

**TETANUS/DIPHTHERIA/PERTUSSIS (Tdap)**

Proof of a Tetanus/Diphtheria/Pertussis booster immunization received within the last 10 years. Proof **must** include month, day and year. *Please note: A two year time period is recommended between tetanus/diphtheria and tetanus/diphtheria/pertussis. If your tetanus/diphtheria booster (Td) is older than two years, the tetanus/diphtheria/pertussis (Tdap) is required.*

## **VARICELLA**

Proof of 2 vaccinations **or** laboratory evidence of immunity, (reactive) quantitative titer.

If you are in the process of getting the immunization please show documentation.

## **MEASLES, MUMPS & RUBELLA ~ MMR**

Proof of 2 vaccinations **or** laboratory evidence of immunity, (reactive) quantitative titer.

If you are in the process of getting the immunization please show documentation.

## **HEPATITIS B SERIES & TITERS**

Laboratory evidence of immunity, (reactive anti Hep B) quantitative titer, **and** documentation of appropriate immunization, i.e., 3 vaccinations at prescribed intervals.

Documentation that the series is in progress will be accepted when you first enter the program. If you are not immune a second series will be required.

## **FLU VACCINATION**

Proof of a current flue vaccination due October 1 for fall and upon entry for spring.

Refusal form is available upon request at WellStar School of Nursing Office, however clinical sites may refuse to allow student access if student has not shown documentation of immunity to above mentioned diseases.

## **PROOF OF BLOODBORNE PATHOGENS CERTIFICATION**

Every nursing student is required to have their current bloodborne pathogens certification on file in the Nursing Department Office. Certification must be updated annually.

## **LICENSURE**

If you are currently licensed by any board in the State of Georgia, the WellStar School of Nursing **must** have a copy of your license. (i.e. RN, Respiratory Therapist, etc.)

## **CRIMINAL BACKGROUND CHECK and DRUG SCREEN**

All students beginning the graduate nursing program will be required to complete a criminal background check and a drug screen in the first semester of the program by a company designated by the WellStar School of Nursing. Results will be submitted directly by the student to the clinical agency assigned each semester. A clinical agency has the right to refuse a student's clinical placement. If this circumstance arises, the student will be contacted by the Program Associate Director regarding the matter.

A student will be dismissed from the program if clinical placement continues to be denied or as a result of a student's background history the meeting of course clinical objectives cannot be accomplished.

**ALL STUDENTS WHO DO NOT HAVE APPROPRIATE RECORDS PROVIDED IN TIME WILL EITHER BE ADMINISTRATIVELY DROPPED FROM THEIR PRACTICUM COURSE OR WILL HAVE CLINICAL HOURS DISCOUNTED FROM THEIR RECORD.**

Health records are due **annually**. If any of your credentials (ie PPD, Physical, Tetanus, Quantiferon Gold Test, X-Ray, CPR and Bloodborne Pathogen Certifications) are due to *expire during a semester (regardless if done within the year)*, you are required to update it before the listed deadlines for that semester. **It is the student's responsibility to find out what Medical information is pending.** If you are not sure, contact Jessica Roberson at 470-578-3230. These records are required by our clinical agencies prior to KSU nursing students attending clinical. You will **NOT** be allowed into the clinical site without this documentation. Use the WellStar School of Nursing Health Form to record the above information. Fill in all blanks on the form, and **do not** write, "see attached". Be aware that clinical agencies may request a copy of any or all student health records in certain situations.

*I realize that I am responsible for providing new and annual health record documentation, new immunizations, annual pathogen modules, etc. as detailed above before due dates.*

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Kennesaw State University**

**WellStar College of Health and Human Services**

**WellStar School of Nursing**

**NURSING PRACTICUM REQUIREMENTS**

Formal documentation of the preceding requirements **MUST** be on file with WellStar School of Nursing **BEFORE DEADLINE DATE**. This applies to **ALL** Graduate students.

**If any of your credentials (CPR/Health Requirements) are due to expire during any given semester, you are required to update it before the established "deadline" for that semester. It is the student's responsibility to find out what medical information is pending.**

**If you miss the deadline, you will be administratively dropped from your practicum classes ~ no exceptions.**

**Please submit all documentation to:**

**Mrs. Jessica Roberson**

**Kennesaw State University**

**WellStar School of Nursing – Rm 3022**

**Phone: (470) 578-3230 E-mail: [jneely2@kennesaw.edu](mailto:jneely2@kennesaw.edu)**

## RESOURCES FOR MEETING HEALTH REQUIREMENTS

### **Kennesaw State University Student Health Services:**

3215 Campus Loop Road  
Or 1074 Canton Place, Suite 5000 (University Village)  
Kennesaw, GA 30144-5  
Phone: 470-578-6644

#### Services offered:

Physical Exam  
Adult Immunizations  
Women's Health  
Laboratory Testing  
Health Education

### **Public Health Department:**

Cobb-Douglas Public Health Department  
1650 County Services Parkway  
Marietta, GA 30060 - 4009  
Phone #: 404-514-2300

Directions: Powder Springs Road (behind the Marietta Square), take a left on County Services Parkway. The Health Department is the second building on the right.

#### Services offered:

MMR	Polio Vaccine
Tetanus	Typhoid
HIB	Hep B - (need series of 3)
Rabies	AntiHB
TB Skin Test	

Reviewed 8/12, 7/13, 2/14, 7/15, 7/16, 7/17

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**Admission and Progression Policies**

**WellStar Primary Care Nurse Practitioner Program admission requires:**

Admission decisions for acceptance into Kennesaw State University's WellStar Nurse Practitioner Program are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0
- Minimum one year of full-time professional experience as a Registered Nurse, documented in a professional resume (experience must have occurred within the last five years and have involved direct patient care)
- Current unencumbered RN licensure in the state of Georgia (submit copy)
- Written statement of personal program goals
- Undergraduate research course
- Two professional letters of reference

In Summer 2017, the WellStar School of Nursing eliminated the GRE as an admissions requirement because research has shown that the examination does not accurately predict student success in graduate nursing programs. The years of experience requirement was eliminated or reduced to allow earlier entry into the graduate programs. These changes reduce barriers to entry and, over time, will result in more MSN-prepared graduates in the workplace.

**Grades**

Any graduate nursing course grade less than a "B" is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program.

**Petition to Graduate**

MSN candidates must petition to graduate at least one semester prior to completion of their degree requirements. Petition to graduate forms are now available online.

Reviewed 7/13, 2/14, 7/15, 7/16, 7/17, 11/17. Revised 7/18.

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**Admission and Progression Policies**

**MSN Leadership in Nursing Program – Nursing Administration and Transformational Leadership Track admission requires:**

Admission decisions for acceptance into Kennesaw State University’s WellStar Nurse Practitioner Program are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0
- Current unencumbered RN licensure in the state of Georgia (submit copy)
- Written statement of personal program goals
- Undergraduate research course
- Two professional letters of reference

In Summer 2017, the WellStar School of Nursing eliminated the GRE as an admissions requirement because research has shown that the examination does not accurately predict student success in graduate nursing programs. The years of experience requirement was eliminated or reduced to allow earlier entry into the graduate programs. These changes reduce barriers to entry and, over time, will result in more MSN-prepared graduates in the workplace.

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Reviewed 7/13, 2/14, 7/15, 7/16, 7/17. Revised 7/18.

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**Admission and Progression Policies**

**General Requirements for Admission to the Graduate Programs**

**MSN Leadership in Nursing Program - Nursing Education Leadership in the Digital World Track admission requires:**

Admission decisions for acceptance into Kennesaw State University's MSN Leadership in Nursing Program are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0
- Current unencumbered RN licensure in the state of Georgia (submit copy)
- Written statement of personal program goals
- Undergraduate research course
- Two professional letters of reference

**Grades**

Any graduate nursing course grade less than a "B" is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program.

**Petition to Graduate**

MSN candidates must petition to graduate at least one semester prior to completion of their degree requirements. Petition to graduate forms are now available online.

Reviewed 7/13, 2/14, 7/15, 7/16, 7/17. Revised 7/18.

## Performance Standards

### Core Performance Standards for Admission and Progression

For successful completion of the WSON nursing programs, the student must possess certain cognitive, sensory, affective, and psychomotor performance requirements. Students interested in applying to the WSON nursing programs should review these core performance standards and understand that students must be able to perform these essential eligibility requirements in an independent manner. The University complies with the Americans with Disabilities Act and will endeavor to make reasonable accommodations for qualified individuals with disabilities. If a student believes that he or she cannot meet one or more of these standards without accommodations or modifications, the student must self-identify, provide documentation of the disability, and request accommodation. The nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably.

These Core Performance Standards are based on guidelines established by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing Education.

Issue	Standard	Some Examples of Necessary Activities (not all necessary)
Critical Thinking	Critical thinking ability sufficient for clinical and academic judgment.	Identify cause-effect relationships in clinical situations. Use of the scientific method in the development of nursing care plans. Evaluation of the effectiveness of nursing interventions. Respond effectively to emergency situations. Identify and manage multiple priorities in caring for patients.
Professional Relationships	Interpersonal ability sufficient to interact professionally with individuals, families, and groups from a variety of social, cultural, emotion, and intellectual backgrounds.	Establish rapport with patients and colleagues. Capacity to engage in successful conflict resolution with patients, families, colleagues, and faculty members. Demonstrate respect for cultural diversity and rights of others. Ability to develop and maintain therapeutic relationships with patients and colleagues.
Communication	Communication abilities sufficient for professional interaction with others in verbal, written, and computer-assisted forms.	Speak and write English sufficiently to be understood by patients and families. Explain treatment procedures, health teaching, and plan of care. Document and interpret patient, data, nursing actions and patient responses completely and accurately. Proficient use of electronic medical charting.

Issue	Standard	Some Examples of Necessary Activities (not all necessary)
		Communicate therapeutically with patients, families, and colleagues in a variety of settings.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around patient's rooms, work spaces, and treatment areas. Administer rescue procedures - cardio-pulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care and to maintain safety and security standards.	Calibrate & use equipment, position patient therapeutically. Provide and/or assist with patient activities of daily living, including bathing, toileting, and positioning patient. Ability to correctly administer oral, IM, IV, SC, and other parenteral medications correctly and safely.
Hearing	Auditory ability sufficient to monitor, assess, and respond to health needs.	Ability to hear monitoring device alarm, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient for observation, assessment, and responding to patient care needs.	Observes patient condition and responses to treatment. Ability to perform nursing interventions, such as insertion of IV, insertion of Foley catheter, and preparing and administering medications. Ability to read thermometers, measuring cups, syringes, gauges, other equipment and read small print. Ability to visualize written words and information on paper and/or computer screen correctly. Ability to discern changes in skin/wound colors. Ability to read drug labels and packages with accuracy.
Tactile Sense	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

Updated 7/2013, 2/2014, Reviewed 7/15, 7/16, 7/17

## **POSITION STATEMENT ON NURSING STUDENT EMPLOYMENT**

The Nursing faculty recognizes the economic constraints that students face necessitating the need for employment. However, it is an educator's responsibility to encourage the student to view education as a priority. It is with this viewpoint then, that students are encouraged to seek a balance between employment and attainment of education goals.

Reviewed 6/2012, 7/13, 2/14, 7/15, 7/16, 7/17

## **Student Rights and Grievance/Complaint Procedure**

Students of Kennesaw State University are guaranteed all of the rights, privileges, and freedoms granted to a citizen of the United States. [(Refer to the Kennesaw State University Graduate Catalog and the Kennesaw State University Student Handbook.)] In addition, nursing students not only have the right to open communications with nursing faculty, but also have the RESPONSIBILITY to keep these communication lines open. Methods of facilitating communication between students and faculty are: student/faculty dialogues, student/advisor meetings, faculty evaluations, representation on committees, Graduate Nursing Student Organizations, course evaluations, student evaluations, and electronic communications.

### **Grade Appeal Procedure**

If a complaint arises involving a course grade and the student believes that the instructor has violated his/her stated grading policy, the Grade Appeal Procedure outlined in the Kennesaw State University Graduate Catalog will be followed.

### **Discrimination and Sexual Harassment**

Student grievances or complaints alleging action of discrimination or sexual harassment should follow the established Kennesaw State University procedures outlined in the Kennesaw State University Graduate Catalog.

### **Other complaints**

From time to time, students may feel that they have legitimate complaints against a faculty member. It is important that they and the accused faculty member have a common understanding of how such complaints may be resolved. To alert students, faculty, and administration to channels available for complaints, the following procedure is presented. This procedure is not applicable to cases involving discrimination or sexual harassment (see catalog, Student Rights and Responsibilities section). This procedure is also not applicable to cases of violation of stated grading policy (see catalog, Academic Policies section). In those instances, the established KSU procedures should be followed. For general guidance in making a complaint, students may utilize the Office of Student Advocacy as an informal resource for assistance.

### **Procedure**

It is the responsibility of the student to bring his/her concerns or complaints for resolution. Complaints against a faculty member should be resolved at the lowest level possible. When a student has a complaint, s/he should follow the procedures below in the order stated. Attempts to circumvent the procedure will be redirected to the appropriate level of resolution. For example, the President, Provost, or dean will refer grievants to the faculty member or to the department chair/school director as the first level of resolution.

**Informal:** Students are encouraged to discuss and resolve a complaint at the lowest possible level. In general, students should talk to the faculty member. In cases where the student is uncomfortable talking to the faculty member, they should talk to the faculty member's immediate supervisor (the department chair/school director or, if the faculty member is a chair/school director, that faculty member's dean). Informal resolution of a complaint should be attempted prior to filing a formal complaint. Faculty, department chair/school directors, and/or deans are encouraged to be available to students for such discussions so that if possible, the issue can be resolved informally.

**Formal:** In situations where such informal resolution does not occur because the student feels uncomfortable discussing the problem with the faculty member or because the discussion with the faculty member, faculty member's department chair/school director, and/or faculty member's dean is not successful, the student must follow the process outlined below to file a formal complaint against a faculty member. The appeal must be in writing and describe the precise basis of the appeal. Any pertinent information must be submitted in writing with the appeal in order to be considered in the appeal.

### **Step 1**

The student makes a formal complaint to the faculty member's department chair/school director.

If the student's formal complaint against faculty involves behavior that occurred during a course, the complaint must be submitted at the latest within 5 business days after the first day of classes of the next academic term after the academic term in which the student has a complaint. Student complaints regarding final course grades are governed specifically by the Grade Appeal Procedure detailed in the University Catalog.

If a student's formal complaint against faculty is unrelated to behavior that occurred during a course, then the student is encouraged to make the complaint as soon as reasonably possible to allow the department chair/school director to conduct a thorough and impartial review of the complaint. Timely reporting allows for better preservation of witness testimony and other evidence.

The department chair/school director will review the formal complaint, conduct any additional fact-finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

### **Step 2**

The student may appeal the department chair/school director's decision by directing his/her complaint, in writing, to the faculty member's college dean within 15 business days from the date of the chair/school director's decision. The dean will review the complaint, conduct any additional fact-finding, and provide a decision in writing to the student within 15 business days of the receipt of the formal complaint.

### **Step 3**

The student may appeal the dean's decision by directing his/her complaint, in writing, to the Provost and Vice President for Academic Affairs within 15 business days of receipt of the dean's decision. The Provost and Vice President for Academic Affairs will review the complaint, conduct any additional fact-finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

### **Step 4**

The student may appeal the Provost and Vice President for Academic Affairs' decision by directing his/her complaint, in writing, to the President of the University within 15 business days of receipt of the Provost's decision. The President will provide a decision in writing to the student. The President's decision is final.

Just as students may file a written appeal of a decision to the next level, faculty may also appeal a decision, in writing, to the next level of review. The faculty member will receive copies of any written documents produced during the complaint resolution (at any level) and will be given the opportunity to respond to each document within 10 business days of receipt of the document, and the response will be directed to the next level of review. The faculty member will be informed at any point at which written documents concerning the complaint are placed into his/her personnel file and will be allowed to respond, in writing. Faculty are reminded that KSU policy and Federal law prohibits any form of retaliation against any individual who has been involved in this process (see KSU catalog, Student Rights and Responsibilities, Reaffirmation of Equal Employment Opportunity and Affirmative Action Rights section).

### **Step 5**

A student or faculty member aggrieved by the President's final decision in the matter may apply to the Board's Office of Legal Affairs ("Legal Affairs") for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review is limited to the record from Kennesaw State University's appeal process. Any petition to Legal Affairs must be submitted in writing to Legal Affairs within a period of 20 calendar days following the decision of the President. Legal Affairs will determine whether the application for review shall be granted.

(Source: Kennesaw State University Faculty Handbook, Section 4.4.2 Procedures for Handling Student Complaints against Faculty Members.)

### **Alternative Conflict Resolution**

The Ombuds Office is available to offer informal assistance in resolving University-related problems, especially those that students believe are not being adequately addressed through usual procedures. The Ombuds is independent of the University's formal administrative structure and provides a forum in which all sides of an issue can be discussed in an objective manner.

Contact the Ombuds Office at 470.578.7773

Reviewed 7/13, 2/14, 7/15, 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**GENERAL INFORMATION**

Nursing students follow all rules and regulations as specified in the Kennesaw State University Student Rules and Regulations Handbook with certain additions. The demands of nursing include not only intellectual attainment, but also qualities such as reliability, integrity, and the ability to relate to patients and colleagues. The progress of nursing students will be reviewed periodically and students evaluated by the nursing faculty and found not to possess these qualities will be counseled to consider appropriate action, with the possibility of withdrawal. Prime consideration is given to the development of the student and the well-being of the patient. These rules and regulations apply to all nursing courses. If exceptions are to be made, they will be explained for that particular course.

Readmission to the nursing sequence is not guaranteed. Eligible students who drop out of the nursing sequence for any reason will be admitted to the sequence on a space-available basis. Students will be accommodated in rank order according to their GPA. Students interested in re-entry must notify the program director in writing of their interest at least one semester prior to the re-entry date.

**I. CLASSROOM INSTRUCTION**

A. CLASS ATTENDANCE

Refer to the Kennesaw State University Graduate Catalog and the Kennesaw State University Student Handbook. To maximize your learning experiences, students are encouraged to attend all classes.

B. LEARNING RESOURCES

The following resources are available to students, including but not limited to: KSU library, computer programs, videos, interactive videos, simulators, nursing skills laboratory and the main campus library. Students must provide their own headsets for computer and VCR use.

PAPERS AND TESTS

Tests may be reviewed at designated times and arrangements for further review may be made with the instructor. Papers will be returned to students at designated times. Students will receive feedback on all graded written work.

GRADES

The final course grade is computed by assigned percentage weights of the course requirements. All MSN nursing courses assign letter grades based on the following numerical grades:

## **GRADUATE**

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F = < 60

### **All Graduate students - Grades and Candidacy for Graduation**

Students must earn a course grade of **B (80)** or better in every course in order to progress in the program.

### **Grades & Course Repeat Policy for MSN Curriculum**

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program.

## C. CONFIDENTIALITY OF PATIENT INFORMATION

### **WellStar School of Nursing Policy on Compliance with Patient Privacy Rules**

Compliance with the HIPAA Privacy Rule is required by all health care facilities and programs including those with which KSU has contracts for student clinical experience.

Protected Health Information (PHI) is health information that identifies or can be used to identify an individual patient. PHI includes written, spoken, and electronic information and images.

For the purpose of compliance with these rules:

In all clinical experience nursing students are allowed to transcribe information from private health information documents but are not allowed to remove any patient documents or copies thereof from the clinical setting. If any student violates this policy KSU Judiciary Charges may be brought against that student.

All information about patients and their families must be treated as privileged communication. This means that the information is confidential and can only be released to authorized persons. Occasionally students with access to information about patients may be approached by others in the community for information. If this should occur, students cannot provide any information, which is not available to everyone (i.e., diagnosis of patient, detailed account of progress, type of surgery, etc.). Therefore, students must not discuss patients in the presence of outsiders (i.e., in the coffee shop, elevator, hall of clinical agencies or on campus). Unauthorized persons may make use of information, which would harm the patient or the family.

**D. APPEARANCE**

1. Graduate students are to wear office-professional or clinical dress with a white lab jacket and name pin, as previously described, to practicum sites.
2. Black and white name pin (white background with black lettering) that include the following:
  - a. Name
  - b. Kennesaw State University
  - c. Graduate Nursing Student

**NAILS:** Fingernails should be clean and short to avoid injuring the patient or collecting microorganisms. Nail polish should be neutral in color. **ARTIFICIAL AND WRAPPED NAILS ARE PROHIBITED.**

**HAIR:** If hair length is below the collar, in most practicum settings it must be worn pinned up or tied back. Barrettes and hair combs in neutral colors may be worn. Faddish hair color (e.g. bright colors) is unacceptable and not permitted. Beards and mustaches are acceptable if neatly trimmed.

**MAKE-UP:** Make-up should be conservative and well applied.

**JEWELRY:** Since jewelry may collect microorganisms, students should not wear necklaces, rings, and earrings (other than one pair of small studs, less than one inch in diameter, in the ear lobe, one earring per ear). Wedding rings and wrist watches may be worn. No other body jewelry may be visible. Tongue jewelry is prohibited.

**BODY ART:** Tattoos must be covered and should not be visible at any time.

**SCENTS:** Scents are a highly subjective substance and may be allergenic to some individuals; therefore they are to be avoided in any form (perfumes, scented deodorant, body lotion, cigarette smoke, etc.).

**CELL PHONES:** All cell-phones must be off or switched to vibrate during class. Graduate students in clinical practicum experiences should follow cell-phone policies of the clinical facilities. Social media postings and photographs are prohibited in all clinical sites.

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**POLICY ON UNSAFE PRACTICE**

Definition of Unsafe Practice

Nursing students are legally responsible for their own acts, commission or omission, in the clinical area. It is the responsibility of the nursing faculty to evaluate unsafe student behavior and initiate dismissal from the clinical setting when appropriate. Unsafe clinical behavior is any act, practice, or omission that fails to conform to the accepted standards of nursing care which result from a disregard for the health and welfare of the public and of the patient under the student's care, and includes, but is not limited to, the following offenses:

- I. Violation of safety in patient care:
  - a. Falsification of patient records or any other documentation related to the course or nursing program
  - b. Commission or omission of patient care that endangers a patient's life or negatively impacts a patient's recovery and or well being
- II. Violation of confidentiality
- III. Physical/Verbal abuse of patient, peer, faculty, or clinical staff
- IV. Evidence of substance abuse (under the influence or alcohol or drugs, possession, use, sale or delivery).
- V. Theft from patient, clinical sites, or school
- VI. Any violation of the WellStar School of Nursing Policy on Professional and Ethical Behavior of Nursing Students or the ANA Code for Nurses

A student who is considered to be unsafe in nursing practice by nursing faculty may be subject to, but is not limited to, the following outcome(s):

- a. Counseling
- b. Remediation
- c. Academic withdrawal
- d. Dismissal from the clinical agency, course, nursing program, or Kennesaw State University

Procedure

When a student's behavior endangers the safety of a patient, peer, staff member, clinical agency, or clinical faculty, the instructor or clinical agency will immediately dismiss the student from the clinical setting. The student will not be allowed to continue in the clinical component of the program until a decision is made by a panel of nursing faculty within **five** working days of dismissal from the clinical setting.

Appeals Process

The student has the right to appeal any ruling according to the procedure outlined in the Kennesaw State University Catalogue.

Adapted From: Rule 217.13 of the Board of Nurse Examiners Rules and Regulation when defining unprofessional nursing conduct@, Grayson Community University, Sherman, Texas.

Revised: 11/12/07

Reviewed: 7/13, 2/14, 7/15, 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health & Human Services**  
**WellStar School of Nursing**

**Chemically Impaired Student Nurse Policy/Procedures\***  
(abbreviated version)

**Policy Statement**

The Faculty of the WellStar School of Nursing (WSON) believes they have an ethical and professional responsibility to provide a safe and effective educational environment to students and to patients who receive nursing care from students. Students are expected to participate in any learning experience, including classroom, campus laboratory, clinical settings, and other WSON sponsored functions, free of chemical impairment. Based on the assumption that addiction is an illness that can be successfully treated, the Faculty is committed to assisting students with recovery from substance abuse. In developing the policy and procedures for intervening with a student who displays symptoms of substance abuse, the Faculty has adopted the following basic assumptions of the American Association of Colleges of Nursing Policy and Guidelines for Prevention and Management of Substance Abuse in the Nursing Education Community (1998):

- substance abuse compromises both the education process and patient safety and must be addressed by schools of nursing.
- academic units in nursing have a commitment to and a unique role in the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals;
- addicted individuals need to recognize the consequences of their substance abuse.
- addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery;
- individuals with addictive illnesses should receive an opportunity for treatment in lieu of, or before disciplinary action (p.2).

**Definitions and Assumptions**

- The WSON Faculty define the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination, mind-altering substances including alcohol, over-the-counter medications, prescribed medications, illegal drugs, inhalants or synthetic designer drugs.
- Chemical abuse is a disease process with physical, social, emotional and spiritual aspects that can have either episodic or chronic presentations.
- Chemical abuse is a condition that can be treated successfully and individuals can be returned to a productive level of functioning.
- A student known to be chemically impaired places a legal and ethical burden on WSON Faculty and administration. Legal ramifications of a chemically impaired nursing student are injury to patients, potential malpractice, implicating the student, faculty, clinical agency, and educational institution.

- WSON Faculty has a responsibility to intervene when patient safety and clinical performance are compromised by a student who is chemically impaired. When chemical impairment is suspected, the WSON Procedure for Faculty Intervention with the Chemically Impaired Nursing Student will be implemented.

The policy on the chemically impaired student nurse incorporates the following components:

- Prevention and education to WSON students, faculty, and staff regarding substance abuse and addiction.
- Procedure for drug testing
- Identification of suspected chemically impaired nursing students during the time the student is enrolled in the nursing program.
- Intervention whereby student is confronted with his or her reported behaviors and is asked to seek evaluation of a possible substance abuse problem.
- Evaluation and referral for treatment.
- Provisions for re-entry to WSON upon successful rehabilitation.
- Disciplinary procedures for a chemically impaired student who is unable or unwilling to be rehabilitated.

\*full Chemically-impaired Student Nurse Policy/Procedure located on WSON website

## Appendix A

### Kennesaw State University WellStar School of Nursing Consent for Drug Testing Upon Admission and for the Duration of Enrollment in the WellStar School of Nursing

I understand that as a requirement for admission to the WellStar School of Nursing (WSN), I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Chair of the WSN and to clinical agencies when requested. The course coordinator and other faculty supervising the student may also be notified as needed. I understand that if the test result is positive, I may be denied the opportunity to complete the required clinical rotations for graduation.

I further understand that I will be subject to random drug tests while enrolled in the WSN. A positive drug test or refusal to submit to testing may result in dismissal from the WSN.

**BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE WSN DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR PROGRESSION IN THE SCHOOL OF NURSING.**

**THIS NOTORIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY WSN DESIGNATED LABORATORY. IT ALSO CONSTITUES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TESTS TO THE WSN.**

In Witness Whereof, this statement is executed this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

#### WITNESS:

\_\_\_\_\_  
Witness #1 Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Witness #1 Printed Name

\_\_\_\_\_  
Student's Printed Name

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

On \_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me appeared \_\_\_\_\_ to be known to be the person described in and who executed the foregoing instrument, and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

Given under my hand and seal on the day and year above written.

#### SEAL

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

## **Policy Statement Regarding the Use of Information Technology Skills in the Graduate Nursing Program**

Education and clinical practice environments of today rely heavily on new information technologies. As never before, a variety of computer skills are essential for success. In the Graduate Nursing Program, we educate nontraditional students who may or may not have exposure to these new technologies. Below, we have outlined competencies vital to success in the program. The incoming student should compare his/her own existing competencies to the list. If the student identifies deficiencies, he/she has the option of learning how to use these tools prior to beginning the program. Alternatively and less desirably, the student can become acquainted with these tools during the first semester of the program. Due to fast pace of the program, it is highly recommended that the incoming student familiarize himself/herself with the skills listed below prior to the first day of classes. The Continuing Education Department of KSU offers beginning level, short courses in many of these areas. Some employers and most other colleges and universities offer similar courses.

### **SKILLS**

#### **I. Basic Skills**

- A. Computer Terminology
  - 1. Term such as hard drive, CPU, CDs, flash drives, data, downloading, execution and program
- B. Operating System

#### **II. Word Processing Skills**

- A. Use of Word Processing Program
  - 1. Microsoft Office 2007 (or higher) recommended because it contains Microsoft Word (a common word processing program) and other useful programs such as PowerPoint
- B. Creating, saving, retrieving attachments
- C. Formatting a document
  - 1. Spacing, alignment, margins, tabs, tables, inserting graphics
- D. Manipulating text
  - 1. Font, size style, copy, cut and paste

#### **III. Electronic Mail Skills**

- A. Sending and receiving mail and files

#### **IV. Research**

- A. Accessing the Internet
- B. Navigating the Internet using a web browser
- C. Using search engines
- D. Searching databases related to health care and nursing for documents on a specific topic

#### **V. Use of Presentation Technology**

- A. PowerPoint (a presentation technology program in which you can create and present a slide show from the computer.

<b>SKILLS</b>	<b>USEFULNESS</b>	<b>ADVANTAGE</b>
<b>Word Processing</b>	<ol style="list-style-type: none"> <li>1. Reports</li> <li>2. Papers</li> <li>3. Chart documentation for credit</li> </ol>	<ol style="list-style-type: none"> <li>1. Fast and convenient.</li> <li>2. More economical than hiring a typist.</li> </ol>
<b>Electronic Mail</b>	<ol style="list-style-type: none"> <li>1. Ability to make class announcements outside of class time.</li> <li>2. Communicating with professors and peers.</li> <li>3. Passing information, documents, presentations, between peers and professors.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fast and convenient.</li> <li>2. Timely as related to announcements and assignments</li> </ol>
<b>Web Browsers to Access Information on the Internet</b>	<ol style="list-style-type: none"> <li>1. High quality information from sites dedicated to certain medical conditions or research.</li> <li>2. High quality information from government sources such as the National Institutes of Health and the CDC.</li> </ol> <p>**Recommend use of a headphone with microphone for online or hybrid courses.</p>	<ol style="list-style-type: none"> <li>1. Current information of high quality.</li> <li>2. Comprehensive.</li> <li>3. Fast and convenient.</li> <li>4. Can be done from home.</li> </ol>
<b>Searching Data Bases</b>	<ol style="list-style-type: none"> <li>1. High quality information from a wide variety of authorities.</li> <li>2. Students will be introduced to the databases supported at KSU during the first week of class.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fast and convenient.</li> <li>2. Can be done from home.</li> </ol>
<b>Presentation Technology</b>	<ol style="list-style-type: none"> <li>1. Professional quality classroom presentations.</li> </ol>	<ol style="list-style-type: none"> <li>1. More economical than slides.</li> <li>2. Ability to easily edit or change work.</li> <li>3. Ability to transfer electronically via e-mail.</li> </ol>

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**Guidelines**  
**Classroom Use for Guest Speakers or External Groups**

Issue: External Groups or presenters are invited to campus to provide a service to the KSU constituencies (faculty, students or staff groups). Currently these events take place without clear guidelines as to the person or persons responsible for setting up a visit and ensuring the KSU resources are protected.

**Suggested Guidelines:**

1. The individual or group must be extended an invitation to campus by a KSU constituency (i.e. KSU student organization, faculty member). Speakers seeking space without KSU sponsorship will be directed to the Department of Continuing Education, Sherrie Gentry (Ext. 6949 or [sgentry@kennesaw.edu](mailto:sgentry@kennesaw.edu)) for room rental at KSU Center, or University Events (Ext. 6252 or [events@kennesaw.edu](mailto:events@kennesaw.edu)) for room rental in the Convocation Center.
2. Events sponsored by KSU – One person must take the lead and responsibility to ensure that the event is organized. Notification to the department chair by the constituent group, parking services, building security, and technology support is expected. Student sponsored events must have these efforts coordinated by the faculty adviser.
3. The Faculty Advisor will initiate finding the location for the event via University Events and providing notification to the department chair, parking, security and technology support. The Faculty Advisor will be the contact for any equipment or supplies shipped to campus for the event.
4. The Faculty Advisor will make arrangements to ensure the room is available, accessible if locked, and kept secure throughout the event. Mr. Gary Garner controls the key pad access to most rooms on campus (Ext. 6726, [wgarner5@kennesaw.edu](mailto:wgarner5@kennesaw.edu) ). If the room is set up with technology the room should remain locked when unattended. Technology needs should be directed to the System Support for the building. Any special technology needs should be coordinated with the Audio Visual Technology Services (Ext. 6057, [avtstech@kennesaw.edu](mailto:avtstech@kennesaw.edu)).
5. Rules regarding food and drink in the classroom are expected to be honored. **Please do not violate.**
6. After the event has concluded the equipment used should be turned off and the room left in good condition (trash placed into containers, chairs and tables return to their original location). The Faculty Advisor will be responsible or may delegate the responsibility.
7. Meeting spaces on KSU are generally well used and over scheduled. Scheduling events at least two weeks in advance is essential.

Approved: 4/4/08

Reviewed 7/13, 7/14, 7/15, 7/16, 7/17

**Kennesaw State University**  
**WellStar College of Health and Human Services**  
**WellStar School of Nursing**

**SEMESTER SCHEDULE**  
**MSN Nurse Practitioner Curriculum**

<b>WELLSTAR PRIMARY CARE NURSE PRACTITIONER PROGRAM</b>	
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
<p>NURS 7735 - 4 hrs.  NURS 7755 - 2 hrs.  NURS 7765 - 2 hrs.  Residency - 90 hrs.</p>	<p>NURS 7725 - 2 hrs.  NURS 7746 - 2 hrs.  NURS 8800 - 3 hrs.  NURS 8850 - 4 hrs.  Residency - 135 hrs.</p>
<b>SUMMER SEMESTER</b>	<b>FALL SEMESTER</b>
<p>NURS 7715 - 2 hrs.  NURS 8805 - 3 hrs.  NURS 8851 - 4 hrs.  Residency - 135 hrs.</p>	<p>NURS 8830 - 2 hrs.  NURS 8852 - 4 hrs.  NURS 8853 - 4 hrs.  NURS 8854 - 2 hrs.  Residency - 270 hrs.</p>

**SEMESTER SCHEDULE (Cont.)**  
**Nursing Administration and Transformational Leadership Curriculum**

<b>NURSING ADMINISTRATION AND TRANSFORMATIONAL LEADERSHIP TRACK CURRICULUM</b>	
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
NURS 7793 - 4 hrs. NURS 7796 - 4 hrs. NURS 7745 - 2 hrs.	NURS 7747 - 2hrs. NURS 6150 - 3 hrs. NURS 8880 - 3 hrs. (practicum-90 hrs) NURS 8863 - 1hr
<b>SUMMER SEMESTER</b>	<b>FALL SEMESTER</b>
NURS 7780 – 3 hrs. NURS 7794 – 3 hrs. NURS 8881 – 3 hrs. (practicum-90 hrs) NURS 8863 –1hr	NURS 7795 - 3 hrs. NURS 8863 – 1-3 hrs. variable NURS 8882 - 4 hrs. (Practicum-135 hrs) NURS 7711 NURS 8863 1 hr.

Revised 7/13, 2/14,

<b>NURSING EDUCATION LEADERSHIP IN THE DIGITAL WORLD CURRICULUM</b>	
<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
NURS 7712 Educator Role 3 hr NURS 7736 Advanced Health Assessment 2 hr NURS 7745 Research 1 2 hr NURS 7765 Advanced Pharmacology/ Pathophysiology 3 hr	NURS 7747 Research 2 2 hr NURS 7723 Instructional Methods and Outcome Measurement 3 hr NURS 8873 Educator Practicum I 4 hr NURS 8863 Research/Thesis 1 hr (Practicum 135 hr)
<b>SUMMER SEMESTER</b>	<b>FALL SEMESTER</b>
NURS 7724 Curriculum Design 3 hr NURS 7753 Technology I 3 hr NURS 8874 Educator Practicum II 3 hr NURS 8863 Research/Thesis 1 hr (Practicum 90 hr)	NURS 7754 Technology 2 3 hr NURS 8875 Educator Practicum III 4 hr NURS 7797 Health Policy 2 hr NURS 8863 Research/Thesis 1 hr (Practicum 135 hr)

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**LEGAL LIMITATIONS OF LICENSURE**

**Graduate**

After completion of the requirements for the WellStar Primary Care Nurse Practitioner Program from the WellStar School of Nursing and with recommendation of the Associate Director, Graduate Nursing Program, graduates are eligible to take the American Nurses Credentialing Center and/or the American Academy of Nurse Practitioners National Certification Examination. Upon successful completion of one or both of the certification examinations, graduates may then apply for authorization from the Georgia Board of Nursing to practice as an advanced practice nurse.

## **NURSING ORGANIZATIONS**

### **SIGMA THETA TAU**

Sigma Theta Tau International, Honor Society of Nursing, is known worldwide for its prestige and excellence in the nursing profession. Kennesaw State University began a chapter of this organization, known as Mu Phi, on April 4, 1992. The purpose of the organization is to recognize superior achievement in nursing, to encourage leadership development, to foster high nursing standards and to strengthen the commitment to the ideals of the profession. Specific requirements are needed for membership.

#### **Graduate Students must**

- have completed  $\frac{1}{4}$  of the nursing curriculum;
- have at least a GPA of 3.5 (based on a 4.0 grading scale);
- meet the expectation of academic integrity.

## COMMITTEES

The Nursing students are encouraged to participate on WellStar School of Nursing Committees. The following is a list of committees in which graduate students participate and the responsibilities of the committees.

### A. Bylaws Committee

- a. Purpose: To develop and maintain governance policies for the WSON.
- b. Responsibilities:
  1. Conduct elections for all committees in April for the following academic year.
  2. Review and develop proposals for amendment of the WSON bylaws as well as how they relate to University statutes.
  3. Review the WSON Faculty and Student Handbook annually and recommend revision(s) to the faculty at large when applicable.
  4. Review the WSON Faculty and Student handbooks for consistency with KSU policies.
  5. Review and recommend revision in representation on committees as necessary.
  6. Review and make recommendations regarding organizational charts of University, College and WSON and the role of faculty, administrators, professional staff, and students in the governance of the WSON according to the Comprehensive Evaluation Plan.
  7. Conduct a survey of WSON structure and governance with faculty and professional staff according to the Comprehensive Evaluation Plan.
  8. Assess faculty and professional staff input into program decisions to accomplish the WSON mission and goals.
  9. Generate reports according to the Comprehensive Evaluation Plan.
  10. Annually review committee notebooks for annual report and significant minutes.
- c. Membership:
  1. At least five (5) Full-Time Faculty Teaching in the WSON
  2. One (1) Undergraduate Student
  3. One (1) Graduate Student

### B. Diversity Committee (Advisory)

- a. Purpose: To establish and maintain communication between WSON faculty and diverse students.
- b. Responsibilities:
  1. Assess the needs of diverse students\* majoring in nursing in order to improve their admission, retention, and graduation.
  2. Offer support to diverse students majoring in nursing in order to improve their admission, retention, and graduation.

**\*Diverse students are individuals who differ from dominant nursing population, such as race, ethnicity, religion, gender, socioeconomic status, and sexual orientation.**

- c. Membership:
  - 1. At least three (3) WSON Faculty members
  - 2. One (1) Undergraduate Student
  - 3. One (1) Graduate Student

### **C. Fiscal and Physical Resources Committee**

- a. Purpose: To maintain communication between faculty of WSON and Administrators of WSON concerning the fiscal and physical resources of the WSON.
- b. Responsibilities:
  - 1. Provide input into WSON budget for planning, implementing, and assessing programs, activities, faculty workload, and equipment related to the WSON mission, philosophy, and goals.
  - 2. Review purchase suggestions for equipment and learning materials from faculty and students and make recommendations to appropriate funding source for purchase.
  - 3. Monitor adequacy of physical resources, space, and equipment and make recommendations for changes.
  - 4. Review number and utilization of faculty appropriate to WSON mission and goals.
  - 5. Investigate external funding resources.
  - 6. Conduct surveys with faculty, professional staff, and students to assess adequacy of physical resources such as offices, equipment, classroom, and laboratory space to enable the accomplishment of WSON mission and goals.
  - 7. Review faculty and professional staff salary structure and compare with other comparable regional nursing programs for equity and parity.
  - 8. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
  - 9. Review the library, computer software, and learning resources for currency, comprehensiveness, and appropriateness in supporting the WSON mission and goals.
  - 10. Review the accessibility and availability of library and learning resources by faculty and students.
  - 11. Conduct a survey with the faculty and students as to the resources and services of the library and learning resources center annually.
  - 12. Review procedures for the selection and purchase of learning resources.
  - 13. Review library and learning resource center policies to assure the meeting of the majority of the students, faculty, and staff needs.
- c. Membership
  - 1. At least three (3) Faculty members of the WSON
  - 2. One (1) Undergraduate Student
  - 3. One (1) Graduate Student

4. Library Resources Representative (ex officio)
5. Learning Resource Center Coordinators (ex officio)
6. Systems Support Specialist
7. Director of WSON (ex officio)

## **Graduate (MSN) Standing Committees**

Standing committees of the MSN Graduate Program are:

- MSN Admissions, Progression, and Retention Committee
- Graduate Curriculum and Program Evaluation Committee
- MSN Student Advisory Committee

### **A. MSN Admissions, Progression, and Retention Committee**

- a. Purpose: To establish, apply and evaluate the Admission, Progression and Retention policies for the WSON Graduate MSN programs and tracks.
- b. Responsibilities:
  1. Review annually and on an as needed basis the admission, progression, and readmission policies of each program.
  2. Review statistics on the numbers of applications received, numbers of students accepted, and numbers of enrolled and the demographic characteristics of the application pool and those accepted for admission.
  3. Review student requests for readmission into the clinical sequence of the program.
  4. Review aggregate data of Graduate MSN cohort classes for meeting completion and graduation outcomes.
  5. Review all Admissions & Progression policies of the WSON for accessibility, consistency with University policies, and clarity as outlined in the Comprehensive Evaluation Plan.
  6. Review all student Admission, Progression, and Retention policies of the University and WSON for their relation to the mission, philosophy, and goals of the WSON and University.
  7. Generate reports and recommendations according to Comprehensive Evaluation Plan.
- c. Membership:
  1. Associate Director Graduate Nursing Program (ex-officio)
  2. At least three (3) graduate faculty:
    - a) Program Coordinator for WellStar Primary Care Nurse Practitioner Program
    - b) Program Coordinator for Nursing Administration & Transformational Leadership
    - c) Program Coordinator for Nursing Education Leadership
  3. Academic Associate Graduate Student Services (ex officio)

## **B. Graduate (MSN) Curriculum and Program Evaluation Committee**

- a. Purpose: The purpose of this committee is to develop, review and evaluate the graduate curricula in accordance with the Graduate MSN program assessment plans and national standards and guidelines.
- b. Responsibilities:
  1. Review and approve course and program proposals for the Graduate MSN programs.
  2. Present proposals for curriculum decision making to the WSON faculty.
  3. Assess the Graduate MSN curricula for congruency between the University, College, and WSON philosophy, strategic plan, student learning outcomes and Graduate MSN program outcomes.
  4. Assess WSON philosophy, mission, and goals for consistency with professional nursing standards, guidelines, and the needs of the community of interest, and that courses in each track are logically organized, sequenced, and internally consistent.
  5. Assess the MSN curricula and courses to determine that program objectives are met, courses are built on prerequisites, and course objectives reflect course content.
  6. Evaluate clinical resources for congruence with the WSON philosophy, mission, and goals.
  7. Work in conjunction with the undergraduate program evaluation committee to periodically review the evaluation process for congruency with the comprehensive evaluation plan, the WCHHS and WSON philosophy and strategic plan, and accreditation criteria (CCNE and SACS).
  8. Establish and maintain the timeline for collection, analysis, and reporting of Graduate MSN program evaluation data
  9. Develop and maintain a process for collection and storing of graduate program evaluation data in appropriate databases. Evaluate survey instruments, interview tools, and processes used to collect program data based on the total assessment blueprint.
  10. Participate in program review activities and the compilation of the annual assessment report.

### **Changes in Curriculum**

New course offerings, course deletions, and changes in requirements or curricula for the Graduate MSN program must go through an approval process as identified by the Graduate Policies and Curriculum Committee (GPCC).

<http://www.kennesaw.edu/gpcc/procedures.html>

- a) Faculty of the Graduate MSN nursing program may propose changes.
- b) To begin the process, faculty must log in to Curriculog and submit the online information. Prior to gaining access to Curriculog, faculty must complete the online training. Below is the link to information and access to the curriculum management process:  
<http://www.kennesaw.edu/curriculum/curriculog.html>
- c) Once information is submitted online, proposals are reviewed by the Graduate Curriculum and Program Evaluation Committee (GCPEC).

- d) Proposals must be available to GCPEC committee members at least one week prior to scheduled meeting for discussion and vote.
- e) A majority of voting members of the GCPEC is required to approve and adopt proposals.
- f) Once GCPEC approves a proposal, the curriculum chair will present the course to the graduate faculty for discussion. A majority of eligible voting members of the Graduate MSN faculty are required to approve and adopt proposals.
- g) The online process continues with approval from the Director of the WellStar School of Nursing, the WellStar College of Health and Human Services College Curriculum Committee, and the Dean of the WellStar College of Health and Human Services.
- h) Once approval is completed by the school and college, approval must be obtained through the Graduate Policies and Curriculum Committee (GPCC). Chair of the Graduate Curriculum Committee is responsible to ensure all steps of the process are completed.
- i) The GPCC then obtains final approval from the Provost and Vice President for academic Affairs and President.

c. Membership:

- 1. At least four (4) graduate faculty (at least one each from the WPCNP and Leadership in Nursing, programs).
- 2. Associate Director, Graduate Nursing Program (ex officio)
- 3. Two (2) graduate students. (one WPCNP and one Leadership in Nursing)

**C. MSN Student Advisory Committee**

- a. Purpose: To promote dialogue between faculty and students by addressing student concerns and issues related to the WSON Programs.
- b. Responsibilities:
  - 1. Organize and conduct annual meetings with Graduate MSN WSON students to elicit input on prospective issues and concerns.
  - 2. Provide clarification and rationale on issues presented by students during these meetings.
  - 3. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. Memberships:
  - 1. Associate Director Graduate Nursing Programs (ex officio)
  - 2. At least two (2) Faculty Teaching at the Graduate Level
  - 3. Academic Associate Graduate Student Services (ex officio)
  - 4. All Graduate Students are invited

## References

Marchese, T.J. (1987). *Third down, ten years to go*. AAHE Bulletin, 40, 3-8.

Palomba, C.A., & Banta, T.W. (1999). *Assessment essentials: Planning, implementing, and improving assessment in higher education*. San Francisco: Jossey Bass.

Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J. (2000). *Roberts' rules of order: Newly Revised* (10th ed.). New York: Perseus Book Group.

Revised and Accepted: 11/19/01

Revised: 07/08, 07/09, 07/10, 10/10, 7/13, 8/14, 4/15, 7/17

## **WHERE TO FIND INFORMATION ON SCHOLARSHIPS**

Website: [www.kennesaw.edu/scholarships](http://www.kennesaw.edu/scholarships)

The [Kennesaw State University Graduate Catalog](#) includes information on Financial Aid.

## Graduation Expenses

Each year the graduating students are surprised at the cost of graduating! The following will give students an ESTIMATE of the expense. See the requirements for graduation at the following link <https://registrar.kennesaw.edu/graduation.php>

Item	Costs
Pictures	Vary each year
Diploma	Mailed
Gowns Graduate (Rental)	\$85
Petition Fee	\$50
Malpractice Ins.	\$38/semester
Certification Exam	Approximately \$400
See current information @ <a href="https://ksustore.kennesaw.edu/graduation/index.php">https://ksustore.kennesaw.edu/graduation/index.php</a>	

Approximate costs – subject to change

**Kennesaw State University  
WellStar College of Health and Human  
Services WellStar School of Nursing**

**Assessment Philosophy and Continuous Program Improvement Plan**

For the purposes of higher education, assessment is the systematic collection, review, and reflection upon educational programs and is focused on improving student learning and development (Association of American Colleges and Universities and the Council for Higher Education Accreditation, 2008; Herson, Dugan & Schwartz, 2006; Palomba & Banta, 2001; Palomba & Banta, 1999). The Kennesaw State University (KSU) WellStar School of Nursing (WSN) mission, philosophy, goals, and program and student learning outcomes are intimately linked to the WSON's assessment plan. The primary purpose of the plan is to foster continuous program improvement. The plan directs faculty to ascertain program strengths and areas for improvement in order to enhance program effectiveness in meeting the needs of the student and the community. A secondary purpose of the plan is to continually evaluate and refine strategies to assure the most appropriate means of assessing program and student learning outcomes.

Assessment of program and student learning outcomes is an expectation of programs of nursing education. Program outcomes are performance-based factors which include quality and productivity. Student learning outcomes assess the knowledge a student should possess upon completion of the learning process (Raup, King, Hughes, & Faidley, 2010). One measure of student learning outcome assessment is the nurse practitioner/advanced practice certification exams sponsored by American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). All nurse practitioner graduates must pass the certification exam in order to be credentialed for advanced nursing practice within the State of Georgia. Graduates of the nursing leadership tracks are prepared to take certification exams for their specialty practice areas: the National League of Nursing for nurse educators; or the American Nurses Credentialing Center or the Association Organization of Nursing Leadership for nursing administration.

**Assessment Process**

Assessment is a collaborative process that involves faculty, staff, students, and the professional community. The assessment process should be regularly examined for utility, feasibility, propriety, accuracy, continuity, and flexibility (Palomba & Banta, 1999). The continuous improvement framework for the WSON is shown in Figure A. The Comprehensive Evaluation Plan (CEP) provides the overall evaluation criteria, phases for data collection, analysis and synthesis of recommendations and decision-making for the WSON. The Total Assessment Blueprint (TAB) provides the expected student learning outcomes for the graduates of the WSON graduate nursing program . The TAB articulates the means of assessment with statements of expectation, the time frame and party responsible for data collection, data analysis and reporting, as well as the use of results for continuous quality improvement.

The Undergraduate and Graduate Program Evaluation Committees are the oversight bodies that ensure the CEP is being followed. The Program Evaluation Committees receive information from various committees on surveys, BSN testing program, and other reports to summarize, evaluate, and present recommendations to the faculty for continuous quality improvement. Specific responsibilities for the Program Evaluation Committees and various other committees are outlined in the WSON Bylaws.

## **Comprehensive Evaluation Plan**

The CEP is the WSON's written document to guide faculty during the process of continuous program improvement. The CEP is divided into four sections (Mission & Governance; Institutional Commitment & Resources; Curriculum & Teaching Learning Practices; Assessment & Achievement), representing the four standards of program quality assessed by CCNE for program accreditation. Each program quality standard contains various elements that are assessed by WSON faculty. For each element, the evaluation methodology required, sources of information/data needed, timeframe for data collection, oversight responsibility, and the procedure for documentation of outcomes and program changes/revisions are outlined in detail. The graduate nursing program has a TAB document that specifically outline the multiple assessment measures and sources needed for data collection. Assessment requirements mandated by KSU's Academic Program Assessment Plan are also incorporated into the CEP.

## **Total Assessment Blueprint**

The faculty believes that program and student learning outcomes are best assessed by using multiple assessment measures. The TABS for the undergraduate and graduate programs document the multiple assessment measures used. The WSON faculty has carefully selected a variety of methods and approaches to assess program and student learning outcomes. Annual review of the appropriateness of assessment methods with regard to validity and reliability is an essential part of the continuous quality improvement cycle of the WSON. The Program Evaluation Committees and other associated committees review each of the assessment methods annually, or more frequently if necessary, to determine program effectiveness and to foster continuous improvement.

## **Methods Used by Graduate Master's Programs**

The following assessment method is used by the graduate Master's programs:

### **Exit Survey**

Graduate students who are in their last semester of any one of the master's programs are assessed with a survey form. Students evaluate their current perceptions of the strengths and limitations of the program in preparing them for advanced practice nursing roles. This information will be of value in continuous graduate program improvement. Results are tabulated and analyzed by the Graduate Curriculum and Program Evaluation Committee (GCPEC). Results and findings are presented annually to the graduate faculty regarding potential curricular implications.

**Kennesaw State University  
WellStar College of Health and Human Services  
WellStar School of Nursing**

**INCLEMENT WEATHER POLICY**

For the official status of the university check the KSU website: <http://www.kennesaw.edu> and click on “Campus Advisories”. If the University is CLOSED, there are no classes, labs, or clinical experiences. If the University is open during inclement weather, please use your best judgment in deciding whether you can make it safely to class or clinical. Safety is the primary consideration and there will be no penalty if you cannot safely attend.