School of Nursing

DNP Program

Student Orientation Manual

August 2014 – August 2015

DNP Student Orientation Manual
Table of Contents

Please email questions and suggestions for improving this manual to alspurlock@troy.edu   Thanks!

August 13, 2012 - TROY UNIVERSITY IS TOBACCO FREE

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment on Friday, July 22, 2011 with the approval of a resolution designating Troy University as a tobacco-free institution.

Currently, more than 300 other colleges and universities in the United States have tobacco-free policies in place. The University is implementing this policy as a way to promote the health and well-being of members of the Troy University family.

Revised 8/6/12

Section 1: INTRODUCTION

Dear DNP Student:

The faculty, staff, and administration of the Troy University School of Nursing welcome you to the graduate nursing program. We hope that this Student Orientation Manual will facilitate your transition into the program. The policies and procedures outlined herein do not override information published in the *Troy University Graduate Catalog* and the *Oracle*. In case of conflict, the applicable Catalog or Oracle applies. If you have suggestions or comments regarding the content of this manual, please email them to me at alspurlock@troy.edu .   This manual is updated each year; please ask for a hard copy or download the manual from the DNP program web site:
http://trojan.troy.edu/healthandhumanservices/nursing/dnp.html

On TROY's Blackboard home page (https://troy.blackboard.com/), you will find an orientation designed for all online TROY graduate students. In the right column, under 'My Courses', click on *Graduate Orientation*. Work through this self-paced online orientation.   Part of this course explains how to navigate through *Blackboard* – the software used to deliver TROY's online courses.   Below the Graduate Orientation link there is also a link to *How eTROY Classes Work*. There is much helpful information here, though all policies do not apply to the graduate nursing program.

We hope you will find the DNP program both challenging and rewarding. Again, we are pleased that you have chosen the graduate nursing program at Troy University, and we wish you much success.

Dr. Amy Spurlock, PhD, RN
DNP Program Coordinator

Disclaimer Notice:

Contents of this handbook are subject to change. Students will be notified of substantive changes via mail, email, or postings on Blackboard courses.

Troy School of Nursing
Faculty/ Staff Contact Information

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Crystal Bishop, Director of Admissions Montgomery and Troy Graduate Programs	334-241-8631	cdgodwin@troy.edu
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Graduate Nursing Program

Dr. Patsy Riley, Associate Professor MSN Program Coordinator (Montgomery (Mtg) campus)	334-241-8642 334-241-8627 (fax)	priley@troy.edu
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Faculty (PC)		

FAX* Numbers (include cover sheet, write to attention of: _____)

School of Nursing, Troy	334-670-3744
School of Nursing, Montgomery	334-241-8627
School of Nursing, Phenix City	334-448-5206

*one FAX machine serves all faculty at each campus site. You must address the FAX to ensure the FAX goes to the intended recipient.

Mailing Addresses:
TROY campus
> Troy University School of Nursing
> 400 Pell Avenue
> Troy, AL 36082

Montgomery campus
> Troy University School of Nursing
> 340 Montgomery Street
> Montgomery, AL 36104

Phenix City campus
> Troy University School of Nursing
> One University Place
> Phenix City, AL 36869

A complete listing of School of Nursing faculty and staff is available at
http://trojan.troy.edu/healthandhumanservices/nursing/facultystaff.html

Frequently Accessed Web Sites

Most resources can be accessed from either the Troy University or School of Nursing home pages.

Troy University home page: http://www.troy.edu/

   Current Students: http://trojan.troy.edu/students/

   Trojan Web express: http://splash.troy.edu/go-to/webexpress/

   Trojan email: https://mail.troy.edu/

Blackboard: Course materials may be accessed on Blackboard after the student has registered for courses and after faculty have made the course available. To go to Blackboard:

- click on link on Troy University home page: http://www.troy.edu   then click on Current Students then Blackboard

  or go directly to Blackboard:

  https://troy.blackboard.com/

  It is highly recommended that you bookmark this website.

Graduate School: http://trojan.troy.edu/graduateschool/

Graduate Catalog: http://trojan.troy.edu/catalogs/index.html

Libraries: http://trojan.troy.edu/library/troy/

Oracle (Troy Student Handbook): http://trojan.troy.edu/oracle/

School of Nursing home page: http://trojan.troy.edu/healthandhumanservices/nursing/index.html

   Faculty and staff: http://trojan.troy.edu/healthandhumanservices/nursing/facultystaff.html

   MSN Program   :   http://trojan.troy.edu/healthandhumanservices/nursing/msn.html

   SON documents: http://trojan.troy.edu/healthandhumanservices/nursing/resources.html

   DNP Program: http://trojan.troy.edu/healthandhumanservices/nursing/dnp.html

   Sigma Theta Tau   http://trojan.troy.edu/organizations/honorsocieties/sigma-theta-tau.html

(Iota Theta Chapter)

Troy University, Montgomery Campus   http://trojan.troy.edu/campus/montgomery/

Troy University, Phenix City Campus   http://trojan.troy.edu/campus/phenix-city/

Troy University, Troy Campus   http://trojan.troy.edu/campus/troy/

Troy University, Dothan campus   http://trojan.troy.edu/campus/dothan/

eTROY bookstore   http://trojan.troy.edu/globalcampus/pacific/bookstore.html

TROY home Web Page
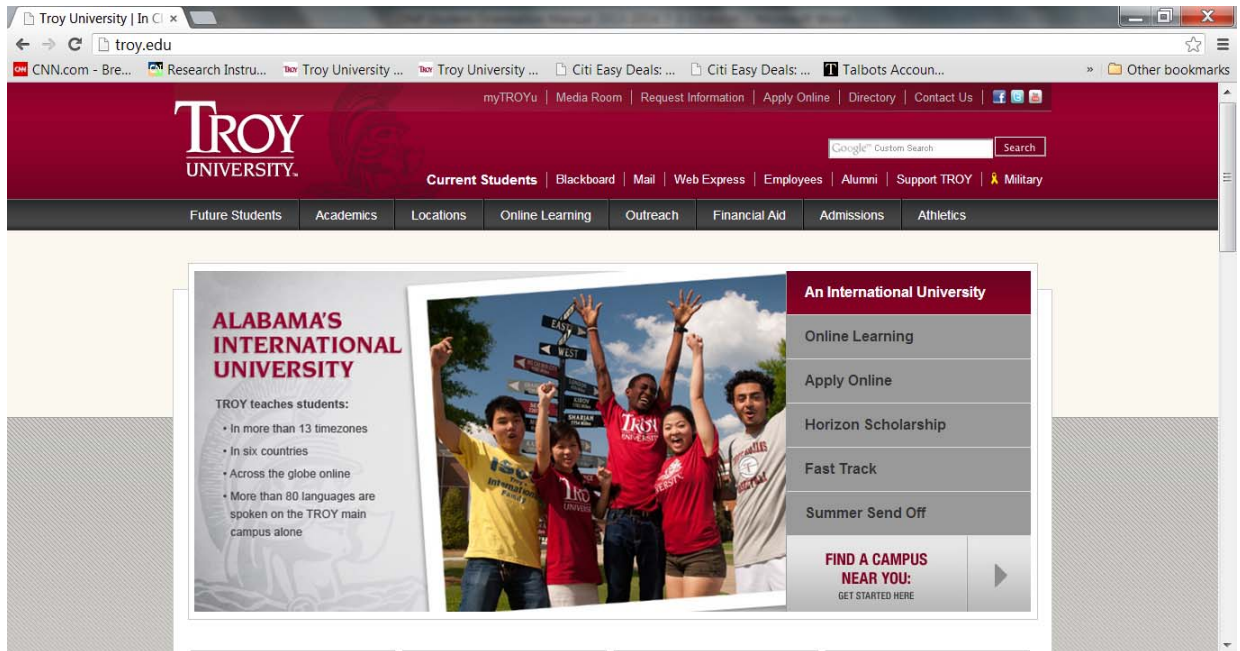
School of Nursing Web Page
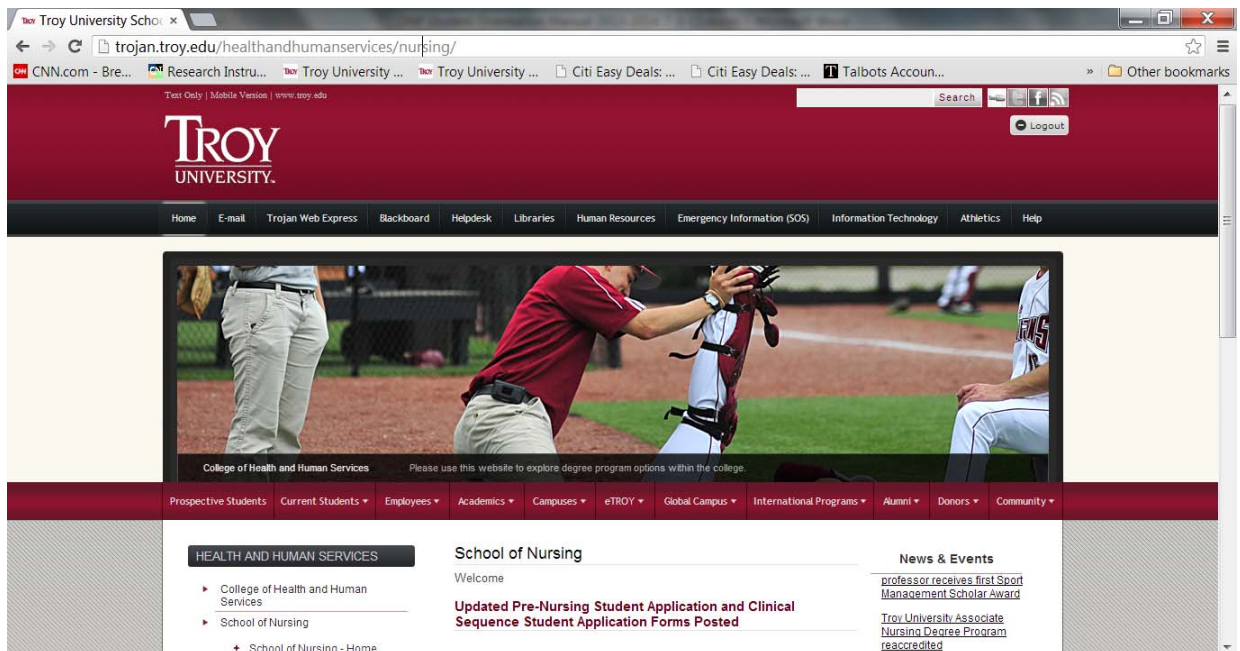
Troy University

School of Nursing

Brief History of Troy University's Graduate Nursing Program

The Master of Science in Nursing was organized by Troy University in 1983 to provide graduate study in three clinical fields (Adult Health, Maternal / Infant, & Child Health) and two functional roles (Educator and Administrator). In 1993, the Child Health clinical specialty was removed from annual offerings due to a decrease in enrollment. In 1995, the Family Nurse Practitioner clinical area was added to the degree program and a post-Family Nurse Practitioner Certificate Program was initiated. The Nursing Informatics Specialist track was first offered Fall 2004. In 2008 the MSN program celebrated its 25th anniversary! Admissions ended for the Maternal Infant CNS track for Fall 2012 due to decreased enrollment in the track and to the CNS Adult Health track in 2014.

Enrollment in the MSN program has steadily increased. With an increasing demand for online courses, live didactic courses are no longer offered. All didactic courses are offered online. Clinical courses are offered as web based courses. Beginning Spring 2010, graduate nursing courses were offered through TROY's global campus, eTroy, providing additional support to faculty and students. The Graduate Nursing Program has offered online courses for more than 15 years and has been a pioneer in the use of educational technology at Troy University.

Our reputation for a quality graduate education geared toward the working nurse is well respected throughout our region. Graduates of the clinical nurse specialist tracks serve as faculty in numerous schools of nursing and in administrative, clinical, and educator roles in clinical agencies. The family nurse practitioner graduates have achieved a cumulative pass rate of more than 95% on national certification exams, a rate significantly above the national average. The graduate nursing program enjoys a positive relationship with clinical agencies throughout Alabama, Georgia, and northern Florida.

The Doctor of Nursing Practice Program was first offered Fall 2009. Because this program is the first doctoral program for Troy University, TROY underwent a level change review by SACSCOC and was given continuing accreditation. The DNP program achieved NLNAC accreditation in 2011. The first group of DNP students graduated in May 2011 and recently graduated a fourth class.

Organization

The School of Nursing is part of the Troy University College of Health and Human Services. The School of Nursing offers ASN, BSN, RN to BSN/MSN track, MSN, and DNP Programs. The ASN program is in Montgomery. The BSN program is located on the Troy campus. The RN to BSN/MSN track is offered on the Montgomery, Troy, Phenix City, and Dothan campuses. The MSN and DNP programs are available at Montgomery, Troy, Phenix City and Dothan campuses with plans to expand to the Dothan campus in the near future. The School of Nursing in Montgomery is part of Troy University- Troy Campus, not the Montgomery Campus. Resources such as the library, parking, etc. are shared with the Montgomery Campus.   The Office of Admissions in the School of Nursing in Montgomery processes graduate nursing admissions for Montgomery, Troy and Dothan campuses. The Admissions office on the Phenix City campus processes admissions for that campus.

Troy University has moved to "One Great University" (OGU) – bringing all Troy campuses under one administrative system. In 2004, the announcement was made that "State" was being dropped from the name of the University to more accurately reflect our global mission. Troy University offers educational programs on four campuses in the state of Alabama and on 31 campuses in 15 other states and 5 nations.

School of Nursing Organization

The Director of the School of Nursing (Dr. Diane Weed) reports to the Dean of the College of Health and Human Services and is responsible for oversight of all programs in the School. Each program has a coordinator:

ASN Program Coordinator: Dr. Judith St. Onge
BSN Program Coordinator: Dr. Kelli Cleveland
RN-BSN/MSN Program Coordinator: Dr. Shellye Vardaman
MSN Program Coordinator: Dr. Patsy Riley
DNP Program Coordinator: Dr. Amy Spurlock

Accreditation and Approval

The ASN, BSN, MSN, and DNP programs of the Troy University School of Nursing are accredited by the:

Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
Phone number (404) 975-5000
Fax Number (404) 975-5020
Web site: www.acenursing.org

The BSN and MSN Programs were reaccredited for 8 years by the NLNAC in 2011. The DNP program received accreditation for 5 years, the maximum time given for a new program.

Troy University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Address: 1866 Southern Lane
              Decatur, GA 30033-4097
Telephone: 404-679-4501

TROY School of Nursing
Philosophy

The University seeks to provide an appropriate academic, cultural, and social environment for the student. In accordance with the mission of the University, the School of Nursing serves a diverse student body linked through an environment supported by traditional, nontraditional and emerging electronic formats. Global access to University resources facilitates educational mobility for students who may be geographically bound. The School's faculty serves the students, the community, and the University through teaching, service, scholarship, research, and other creative activities.

The School of Nursing faculty believes that humanity consists of unique holistic beings with intrinsic worth and dignity who have the right to self-determination, well-being, and equity. As part of various groups, individuals interact according to individualistic and group needs in the community. These interacting individuals and groups, with their cultural beliefs and values, create the society within the larger environment.

The faculty believes that the environment, an aggregate of all internal and external dimensions, not only influences individuals and groups but is also influenced by them. The environment provides the context for the development of individuals, the identification of health needs and the evolution of nursing. Through ongoing, interactive processes, the environment and nursing influence each other. The nursing profession, therefore, advocates for and serves the health needs and interests of a global society and collaborates with other disciplines toward this goal.

The faculty believes that health, a dynamic state, is an observable manifestation of individual and group adaptive responses to the environment. Health is the focus of the discipline of nursing and includes physical, psychosocial, cultural, and spiritual components. Since the state of health is culturally defined, health seeking behaviors reflect cultural perceptions and values. Individuals have the right to make decisions about their health. The ability to make informed decisions is influenced by knowledge, perceptions, and values.

As an art and a science, nursing practice utilizes cognitive, affective, and psychomotor skills in meeting the health needs of individuals and groups of all ages. Nursing practice applies nursing theory and research as well as knowledge from other sciences and the humanities.

Nursing practice is the application of evidence-based clinical decisions in a caring environment for the improvement and achievement of optimal states of health for individuals and groups.   Clinical decisions lead to therapeutic nursing interventions, which are based on assessment, diagnosis and evaluation of human responses to internal and external environmental dimensions that affect actual or potential health states. Key elements used in professional nursing practice within a multidisciplinary health care system are caring, evidence-based clinical decisions, communication, collaboration, cultural humility, patient safety, ethical competence, information, research, and patient care technologies.

Nursing practice includes the right and responsibility for continuous evaluation of personal and professional behaviors and values in addition to development and maintenance of legal and ethical standards for professional excellence. Nursing practice utilizes lifelong learning and application of sound evidence and research for quality improvement. Nursing participates in political processes to influence healthcare policy and outcomes.

The faculty believes that education is a process shared by the teacher and the learner and is the exploration, utilization and generation of knowledge through a spirit of inquiry and self-motivation. The learner and the teacher share the right and responsibility to achieve educational goals through participation in the educative process. An organized setting with planned learning activities, utilizing traditional, nontraditional and emerging electronic formats, provides opportunities to achieve these educational goals. The approach to teaching and learning varies with individual needs, abilities, and

experiences. Teachers and learners are responsible for creating, promoting, and maintaining standards of academic and professional excellence through individual lifelong learning.

The faculty believes that nursing education is the means by which students are prepared for competent nursing practice at multiple levels. These levels of nursing practice are facilitated through various educational opportunities that are best provided in a collegiate setting.

Associate degree in nursing education is preparation for practice as a registered nurse and serves as the basis for further nursing education. The practice of the associate degree nurse includes functioning as a provider of care, a manager of care, consumer of best evidence, and a member within the discipline of nursing. The associate degree graduate is prepared to practice in primary, secondary, and tertiary care settings where policies and procedures are specified and guidance is available.

Baccalaureate education in nursing is preparation for professional nursing practice and graduate study. The practice of the baccalaureate degree nurse includes functioning as a designer, manager and coordinator of care, member of the profession, provider of direct and indirect care, and evaluator and consumer of research and best evidence. The BSN graduate reflects accountable, evidence-based clinical decision-making in environments where outcomes of health states may or may not be predictable to ensure safe, quality patient-centered care. The baccalaureate degree graduate is a generalist who provides comprehensive nursing care for all ages of individuals, families, communities, and populations in a variety of dynamic and complex health care settings.

Master's education in nursing is preparation for the beginning level of advanced practice in nursing and doctoral study. Advanced practice encompasses the roles of expert clinician, educator, administrator, consultant, and translator of research and evidence-based practice. Decision-making encompasses patient safety, quality improvement and the ability to evaluate and influence health policy at the system's level for the master's prepared nurse. Learning at the graduate level emanates from an open collegial relationship between faculty and students that allows for challenges of nursing knowledge and theories.

Doctor of Nursing Practice is preparation for nursing practice at the most advanced level of nursing. The Doctor of Nursing Practice is a terminal degree with a focus on clinical nursing practice. It prepares advanced practice nurses as clinical scholars in patient care outcomes and clinical leadership. Advanced practice at this level is a form of nursing intervention that influences: health care outcomes for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy.
Revised 2010, 2014

MSN Program Outcomes

Upon successful completion of the MSN program, the student will be able to:

1. Incorporate advanced knowledge and theories from nursing and related disciplines into evidence-based practice as an advanced practice nurse.

2. Integrate evidence-based decisions into advanced practice in a specialized area of nursing.

3. Evaluate research and current evidence for the purpose of selectively integrating research findings into nursing practice.

4. Integrate leadership, management, and teaching strategies into advanced practice.

5. Evaluate the impact of health policy on healthcare for identification of areas needing improvement and development of appropriate strategies.

6. Assume responsibility for contributing to the advancement of nursing as a profession.

DNP Program Outcomes

Upon successful completion of the Doctor of Nursing Practice the graduate will be able to:

1. Evaluate advanced knowledge and theories from nursing and related disciplines for advanced practice nursing at the highest level.

2. Design quality, cost effective and innovative nursing care models based on the knowledge of interrelationships among nursing, organizational, political, and economic sciences.

3. Incorporate systems engineering concepts to prevent and solve complex health care delivery problems.

4. Translate research to transform nursing practice and support evidence-based nursing practice for diverse patient populations and organizations.

5. Provide leadership in the integration of technology and information systems for quality improvements in patient care and healthcare systems.

6. Develop effective practice standards for managing ethical issues inherent in patient care, health care organizations and research.

7. Initiate changes in health care systems through the design and implementation of health policies that strengthen the health care delivery system.

8. Evaluate system responses to health and illness as a basis for clinical prevention and population health services in rural and urban settings within a global market.

9. Demonstrate role competencies in a specialized area of advanced practice nursing as a Doctor of Nursing Practice.

Section 2: ADMISSION AND PROGRESSION THROUGH THE CURRICULUM

Admission

Applicants admitted to the DNP program must meet all criteria for admission and are admitted under unconditional status. Conditional admission is not available for DNP applicants. Admission to the program is limited to the number of available spaces.

Students may enter the DNP program at either the post baccalaureate (PB-DNP) level or the post masters (PM-DNP) level. PB-DNP students begin course work with 6000 level courses. PM-DNP students begin course work with 8000 level courses. Students with a masters degree in a field other than nursing enter the DNP program as PB-DNP students. Students with a masters in a non-clinical nursing must complete the PB-DNP with a clinical specialty track in FNP. Up to 12 hours of credit may be awarded to students with a non-clinically focused MSN.

Criminal Background Check
Students selected for admission to graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Coordinators have been convicted of or have pending a charge that would not be acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student. Confidentiality of the student will be protected.

Post BSN DNP (**PB-DNP) Progression**

Students in the family nurse practitioner (FNP) tracks achieve program outcomes as they progress through common core courses, major-focused role and clinical courses, and 8000 level courses.   Most courses are taught once a year but scheduling supports full-time and part-time study.   Students engaged in full-time study are encouraged to begin courses in the fall semester.   A full-time load requires enrollment in a minimum of **9** semester hours of course credit during a semester. Many courses have prerequisites; the student is referred to the Troy Graduate Catalog (http://trojan.troy.edu/catalogs/index.html) click on Graduate Catalog, click on Course Descriptions, then scroll down to NSG courses. Most core courses must be taken before beginning clinical courses or concurrent with clinical courses in the FNP tracks.

PB-DNP students choose the FNP track. The Program of Studies for the FNP track is shown on the following pages.   In the FNP track, clinical courses are sequential and taken every term except the first fall semester. The first three clinical courses require 135 clock hours of clinical experiences per term. The last FNP clinical course is the FNP Internship and requires 300 hours of clinical experiences.

Post MSN DNP (**PM-DNP) Progression**
PM-DNP students progress through 8000 level courses.   Most courses are taught once a year in fall or spring semesters, but scheduling supports full-time and part-time study. A few courses are also offered in the summer. Students begin full-time enrollment in courses in the fall semester.   A full-time load requires enrollment in a minimum of **9** semester hours of course credit during a semester. Many courses have prerequisites; the student is referred to the Troy Graduate Catalog (http://trojan.troy.edu/catalogs/index.html)- click on Graduate Catalog, click on Course Descriptions, then scroll down to NSG courses.

Doctor of Nursing Practice (DNP) Program of Study
Post Baccalaureate Family Nurse Practitioner DNP Curriculum

A minimum of 70 semester hours is required for completion of the DNP-FNP–
Postbaccalaureate degree program.

Advanced Nursing Core (17 sh)

NSG	6604	2	Theories in Nursing
NSG	8801	3	Healthcare Informatics & Data Mgmt.
NSG	8804	3	Policy & Politics in Healthcare
NSG	8805	3	Principles of Epidemiology
NSG	8824	2	Bioethical Issues in Healthcare
NSG	8826	2	Diversity & Social Issues in Healthcare
NSG	8822	2	Leadership in Organizations & Systems

Advanced Nursing Specialty (24 sh)

NSG	6612	3	Advanced Health Assessment
NSG	6613	3	Advanced Health Assessment Preceptorship for FNP
NSG	6649	3	Advanced Pharmacology
NSG	6671	3	Advanced Pathophysiology
NSG	6665	3	Primary Care I
NSG	6666	3	Primary Care I Preceptorship
NSG	6667	3	Primary Care II
NSG	6668	3	Primary Care II Preceptorship

Scholarly Inquiry Methods for Evidence-based Practice (12 sh)

NSG	6691	3	Research Methodology
NSG	8802	3	Applied Biostatistics
NSG	8812	3	Foundations of Evidence-based Practice
NSG	8815	3	Evaluation Methods for Improvement of Clinical Outcomes

Advanced Nursing Roles (6 sh)

NSG	6670	1	Role Synthesis Seminar
NSG	6680	5	Family Nurse Practitioner Internship

Practice Synthesis (8-12 sh)

NSG	8810	1	DNP Synthesis of Evidence-based Practice I: Project Identification
NSG	8820	2	DNP Synthesis of Evidence-based Practice II: Project Development
NSG	8830	2-4	DNP Synthesis of Evidence-based Practice III: Project Implementation
NSG	8840	3-5	DNP Synthesis of Evidence-based Practice IV: Project Evaluation

Synthesis and Evaluation (3 sh)

NSG	8850	3	Dissemination

Total Hours: 70-74

Doctor of Nursing Practice (DNP) Program of Study
Post MSN DNP Curriculum

A minimum of 35 semester hours is required for completion of the DNP-Post-Masters degree program.

Advanced Nursing Core (15 sh)

NSG	8801	3	Healthcare Informatics & Data Management
NSG	8804	3	Policy & Politics in Healthcare
NSG	8805	3	Principles of Epidemiology
NSG	8824	2	Bioethical Issues in Healthcare
NSG	8826	2	Diversity & Social Issues in Healthcare
NSG	8822	2	Leadership in Organizations & Systems

Scholarly Inquiry Methods for Evidence-based Practice (9 hrs)

NSG	8802	3	Applied Biostatistics
NSG	8812	3	Foundations of Evidence-based Practice
NSG	8815	3	Evaluation Methods for Improvement of Clinical Outcomes

Practice Synthesis (8-12 hrs)

NSG	8810	1	DNP Synthesis of Evidence-based Practice I: Project Identification
NSG	8820	2	DNP Synthesis of Evidence-based Practice II: Project Development
NSG	8830	2-4	DNP Synthesis of Evidence-based Practice III: Project Implementation
NSG	8840	3-5	DNP Synthesis of Evidence-based Practice IV: Project Evaluation

Synthesis and Evaluations (3 hrs)

NSG	8850	3	Dissemination

Total Hours: 35-39

TROY Academic Regulations and Policies

The TROY graduate nursing student is a member of the Troy University student body and is therefore entitled to the same privileges enjoyed by other Troy University students while also subject to applicable Troy University regulations, policies and procedures. Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff are bound to comply with specific policies outlined in legal agreements. These include, but are not limited to: dress codes; codes of conduct; and requirements for health, insurance and academic status. The student's responsibility for all University regulations and policies begins with registration for classes.

TROY Catalog and Oracle

Students are referred to the *TROY Graduate Catalog* and the *Oracle* (TROY student handbook) for policies, procedures, guidelines and current fees.

Note: Any related policy or procedure published in the *TROY Graduate Catalog* and the *Oracle* supersedes this manual.   Both of these publications are available upon request and online.

2 DOCUMENTS EVERY STUDENT MUST SUBMIT:
1. Degree Plan

In order to register for courses for the second semester of study, students much complete a **Student Acknowledgement Only Form** of their degree plan in order to remove a hold on their ability to register. The form is located online at http://trojan.troy.edu/graduateschool/forms.html

2. Intent to Graduate Form

The semester before the semester the student plans to graduate, the student must file the Intent to Graduate form. The deadline is usually within the first 2 weeks of the term. The 2-page form may be obtained from Office of Admissions and Records and is available online at http://trojan.troy.edu/records/graduation/intent.html The completed form is submitted to the Office of Admissions and Records with the required processing fee by the due date. Graduate Nursing Students graduate only in May.   Student should keep documentation of payment of the fee.

It is the student's responsibility to submit the *Student Acknowledgement Only* form and *Intent to Graduate* form at the appropriate time. Failure to submit as required may result in a delay of progression through the program or a delay of graduation.

Location of Graduation
All DNP students graduate in the convocation ceremony held on the main TROY campus in Troy, AL in May of each year. DNP graduates are recognized as a group and individually walk across the stage to be hooded.

Full-Time Status
The definition of a "full-time" graduate student for admission status purposes is a student taking nine semester hours per semester (Fall, Spring) or six semester hours per term (Summer). A part-time student is defined as a graduate student taking less than "full-time" load. Students who will graduate within the academic year may be considered "full time".

Request for Transfer Credit
Transfer credit is not automatically granted for courses taken at other institutions that appear to be similar to courses in the MSN Program of Studies (CNS, NIS, FNP) or DNP Program of Studies. No

transfer credit will be awarded until the student is unconditionally admitted and has completed a minimum of nine semester hours of credit at Troy University. Please see catalog for further details.

To request transfer credit the student must complete a "Petition for Transfer of Graduate Credit" form available on the Graduate School website, submit a copy of the official transcript showing the course(s) taken, submit a copy of the syllabus for the course(s) at the time the course was taken, and a course description taken from the college catalog where the course was taken. This information must be submitted to the MSN Program Coordinator (FNP courses) and the DNP Program Coordinator. A recommendation regarding equivalency is made by Program Coordinators but the final decision is made by the Graduate Dean. Officially accepted transferred graduate coursework will be posted on the official Troy University transcript. NOTE – All transfer credits used to satisfy degree requirements may not exceed 5 years for PM-DNP students and eight years for PB-DNP students at time of the degree completion. After DNP Program Coordinator evaluation of course syllabus, a maximum of 12 credit hours of coursework may be accepted only from an existing Master of Science in Nursing toward the DNP degree.

The student should verify that approved transfer credit is shown on the grade reports.

Time Limit to Complete DNP Degree Program

For Post Masters DNP students, all credits used to satisfy DNP degree requirements may not exceed five years at the time of degree completion. For Post Baccalaureate DNP students, all credits used to satisfy DNP degree requirements may not exceed eight years at the time of degree completion.

STANDARDS OF CONDUCT   …. Graduate Nursing Program Policy

Cheating, Plagiarism & Falsification of Patient Information Policy   (also included in Appendices)
It is a requirement that each student review the "Standards of Conduct" published in the *Oracle* (Troy University Student Handbook). Be aware that students will be held accountable for these provisions.

The "Standards of Conduct" are applicable to behavior of students on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the "Standards of Conduct", for the commission of or the attempt to commit various offenses. This includes dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University or faculty.

There will be no toleration for dishonesty or furnishing false information to the faculty in any course. The student will be suspended from the School of Nursing program track and receive a grade of "F" for such offenses in the specific course involved and a grade of "I" (incomplete) in other courses in which he/she is enrolled at that time. The student will be eligible for consideration for readmission as noted in the Graduate School catalog.   If readmitted, the student will be allowed to clear the incomplete grades.

Faculty have full control of their courses and approval of any student activities must be done through the faculty prior to the activity being done by the student.

In addition, there will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of that particular student. This also includes giving false information to the faculty about a student's clinical activities, i.e., patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course, up to and including suspension or expulsion.   Plagiarism also include self-plagiarism, in which the writer submits portions or all of an assignment for another courses as original work in another course.

In addition to plagiarism, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity, up to and including suspension or expulsion. These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

TROY University Policy on Plagiarism (updated 09/17/2012)

Plagiarism is academic dishonesty and is an unacceptable activity at Troy University. Based on United States law, words and ideas are intellectual property and are protected from theft.

Defining Plagiarism:
 Plagiarism is representing someone else's ideas or work as your own original ideas or work.
Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book, a website, or any other source into a paper without using quotation marks *and* explicitly citing the source is plagiarism. *Additionally,* **paraphrasing** *is plagiarism where you fail to cite your original source and, in some cases, where you fail to use quotation marks as well.* It is very important that students properly acknowledge all ideas, work, and even distinctive words or phrases that are not their own. (1)

All of the following are considered plagiarism:
- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (2)

Additionally, if you download a paper from the Internet and submit it as your own work or if you submit a paper you wrote and submitted in a previous class, you have committed acts of plagiarism.

Penalties:
At Troy University, penalties for plagiarism include, but are not limited to, a reduction of grade on an assignment and/or a course as well as such sanctions as loss of student privileges, probation, suspension, and expulsion.   These penalties for plagiarism are described in the Standards of Content section of *The Oracle: The Troy University Student Handbook. (4)*

Guidelines to Academic Honesty:
If you are unsure if an assignment is plagiarized, use the following checklist for guidance:
You need to cite the specific source(s) in your work, even if:
1. You put all direct quotes in quotation marks.
2. You changed words used by the author into synonyms.
3. You completely paraphrased the ideas to which you referred.
4. Your sentence is mostly made up of your own thoughts, but contains a reference to the author's ideas.
5. You mention the author's name in the sentence.

When in doubt, provide the proper citation to show that the ideas and materials are not your own. (3)
Academic honesty is a cornerstone of learning and should be practiced with all academic assignments.

Sources:
1. http://trojan.troy.edu/library/assets/documents/pdf/plagiarism_student_guide.pdf
2. *Oracle: Troy University Student Handbook, 2012-2013*

The student is also referred to links re: plagiarism on the TROY Libraries website:
http://trojan.troy.edu/library/assets/tutorial/
See module 8.

Turnitin ("Turn- It- In")

Papers in most courses are submitted to Turnitin - an Internet-based plagiarism detection service that compares the student's paper to published sources that include texts, web based information, and papers submitted by other students from TROY and universities worldwide. Turnitin reports the percentage of similarity between a student's paper and published sources.

Trojan Web Express
Trojan Web Express is the online student accounting system for Troy University. This system houses student account information, course schedules, grades, financial aid award status, and many other convenient information services.   Students and faculty can access Trojan Web Express to view records at any time from the following Web address: http://splash.troy.edu/go-to/webexpress/ Follow the instructions for logging into Web Express.

The following list is an example of the activities a student may perform online using Web Express:

- register for courses
- drop/add courses
- check status of financial aid
- view grades, grade point average, and transcript
- pay education expenses

Academic Counseling / Advisement

Post Baccalaureate DNP Students

1. Once formally admitted to the DNP Program the DNP Program Coordinator serves as the temporary advisor until a faculty member is agreed upon between the student and faculty member.

2. Each student should contact the DNP Program Coordinator or their faculty chair (once agreed upon) to discuss scheduling plans and options.

3. Each student is advised to anticipate counseling needs and to contact the DNP Program Coordinator as needed.

4. Any Graduate Faculty member may assist the student with advisement during scheduled registration periods.

5. **Replacement of Assigned Advisor with Project Chair** - During NSG 8810: Synthesis of Evidence-based Practice I: Project Identification, the student must select a Project Committee Chair who will, in turn, replace the temporary advisor and become the student's academic advisor for the remainder of the program. The project chair is selected according to expertise related to the content of the student's project. Students are encouraged to identify their project topics and select their project chairs as early as possible in the program.

Semester Planners
The next several pages are the Semester Planners for use in planning your course of study. Most courses are only offered once a year in the terms indicated on the semester planners. Semester planners follow in this order:

- Post BSN Family Nurse Practitioner DNP Semester Planner Full-Time
- Post MSN DNP Semester Planner Full-Time
- Post MSN DNP Semester Planner Part-Time

These semester planners reflect the DNP Curriculum documents included in this manual. Course descriptions, prerequisites, and co-requisites may be found in the *Troy University, Graduate Catalog.*

NOTE- Post Baccalaureate DNP Students only:

During Spring semester, <u>only students in the FNP track</u> may take NSG 6612: Advanced Health Assessment. The student must also register for NSG 6613: Advanced Health Assessment Preceptorship, a three-semester hour clinical course, as a co-requisite during the spring term. Prerequisites for NSG 6613 include NSG 6649: Advanced Pharmacology and NSG 6671: Advanced Pathophysiology.

Students must meet prerequisites or corequisites for courses. Students who have not met prerequisites may be dropped from a course.

Troy University School of Nursing

DNP: Post Baccalaureate Family Nurse Practitioner

Semester Planner – Full-time

Fall (1)				Spring(2)				Summer(3)		
NSG 8802 NSG 6649 NSG 6604 NSG 6671	Applied Biostatistics Advanced Pharmacology Theories in Nursing Advanced Pathophysiology	3 3 2 3		NSG 8822 NSG 6612 NSG 6613 NSG 8805	Leadership in Organizations and Systems Advanced Health Assessment Advanced Health Assessment Preceptorship Principles of Epidemiology	2 3 3 3		NSG 6665 NSG 6666 NSG 6691	Primary Care I Primary Care I Preceptorship Research Methodology	3 3 3
		11				11				9

Fall (4)				Spring(5)				Summer(6)		
NSG 8812 NSG 6667 NSG 6668 NSG 8810	Foundations of Evidence-Based Practice Primary Care II Primary Care II Preceptorship I DNP Synthesis of EBP I	3 3 3 1		NSG 8815 NSG 6680 NSG 8820	Evaluation Methods for Improvements of Clinical Outcomes FNP Internship DNP Synthesis of EBP II	3 5 2		NSG 8824 NSG 8826	Bioethical Issues in Healthcare Diversity & Social Issues in Healthcare Systems	2 2
		10				10				4

Fall (7)				Spring (8)			
NSG 8801 NSG 8804 NSG 8830	Healthcare Informatics and Data Management Policy and Politics in Health Care DNP Synthesis of EBP IIII	3 3 2-4		NSG 6670 NSG 8840 NSG8850	Role Synthesis Seminar DNP Synthesis of EBP IV Project Evaluation Dissemination	1 3-5 3	
		8-10				7-9	

Total semester hours = 70-74
Total clinical clock hours = 705 (6000 courses) 480-720 (8000 courses)
Total clinical hours =   1245-1485

Revised: 8/11; 8/12; 7/13; 6/14

Troy University School of Nursing
DNP: Post Master's
Semester Planner – Full-Time

Fall		
NSG 8801	Healthcare Informatics and Data Management	3
NSG 8802	Applied Biostatistics	3
NSG 8812	Foundations of Evidence-Based Practice	3
NSG 8810	DNP Synthesis of EBP I: Project Identification	1
		10

Spring		
NSG 8805	Principles of Epidemiology	3
NSG 8815	Evaluation Methods for Improvements of Clinical Outcomes	3
NSG 8820	DNP Synthesis of EBP II: Project Development	2
NSG 8822	Leadership in Organizations and Systems	2
		10

Fall		
NSG 8804	Policy and Politics in Health Care	3
NSG 8824	Bioethical Issues in Healthcare	2
NSG 8826	Diversity & Social Issues in Healthcare Systems	2
NSG 8830	DNP Synthesis of EBP III: Project Implementation	2-4
		9-11

Spring		
NSG 8840	DNP Synthesis of EBP IV: Project Evaluation	3-5
NSG 8850	Dissemination	3
		6-8

Total semester hours = 35-39
Total DNP clinical role clock hours = 480-720
Total post baccalaureate clinical hours =
    1010-1250-- Includes 500 hours from MSN
     Program

Revised: 8/11; 8/12; 7/13; 6/14

Troy University School of Nursing
DNP: Post Master's
Semester Planner - Part-Time

Fall				Spring		
NSG 8801	Healthcare Informatics and Data Management	3		NSG 8805	Principles of Epidemiology	3
NSG 8802	Applied Biostatistics	3		NSG 8822	Leadership in Organizations and Systems	2
		6				5

Fall				Spring		
NSG 8812	Foundations of Evidence-Based Practice	3		NSG 8815	Evaluation Methods for Improvements of Clinical Outcomes	3
NSG 8810	DNP Synthesis of EBP I: Project Identification	3				
NSG 8824	Bioethical Issues in Healthcare	2		NSG 8820	DNP Synthesis of EBP II: Project Development	2
		8				5

Fall				Spring		
NSG 8804	Policy and Politics in Health Care	3		NSG 8840	DNP Synthesis of EBP IV: Project Evaluation	3-5
NSG 8826	Diversity & Social Issues in Healthcare Systems	2		NSG 8850	Dissemination	3
NSG 8830	DNP Synthesis of EBP III: Project Implementation	2-4				
		7-9				6-8

Total semester hours = 35-39
Total DNP clinical role clock hours = 480-720
Total post baccalaureate clinical hours =
    1010-1250-- Includes 500 hours from generic
           MSN Program
Revised: 8/11; 8/12; 7/13; 6/14
    Notes

REGISTRATION

A student must be admitted to the graduate nursing program to enroll in graduate nursing courses. New students enrolling in courses for the first time <u>may</u> register in person at their respective campus site during scheduled registration periods **OR** may fax or mail their registration to the Registrar's office (see instructions below) or the DNP Program Coordinator.

After the first semester, students may enroll online in courses without going through the registrar. If problems are encountered, the student may contact the Registrar's Office in Montgomery or the DNP Program Coordinator.

You may not register by fax, mail, or online if you:

1. Are on academic hold for admission and/or academic purposes. <u>Holds must be removed before a student is allowed to register.</u>
2. Are indebted to the University.
3. Have been enrolled in another college or university since last enrolled in the Troy nursing program.
4. Have not submitted the appropriate *Student Acknowledgements Only* form prior to registering for 18 hours or more.

If you are in one of the above NOT ELIGIBLE categories, you must clear the reason before you can register.

REGISTRATION PROCESS

Early Onsite Registration
Early onsite registration is held in March or April for summer term, June/July for fall term, and in October/ November for spring term and is scheduled for one or two days. The actual dates may vary among the campus sites. The schedule of classes will give the registration dates. Online registration usually opens a few days prior to onsite registration and remains open.

1. Students should use the appropriate Semester Planner to anticipate courses in which to enroll. Students are encouraged to contact advisors prior to registration. Students should consult the course description section of the TROY Graduate Catalog for course information, prerequisites, and/or co-requisites.
2. You may make a phone or office appointment with your advisor. Each faculty has scheduled office hours.   Faculty phone numbers are found at the beginning of this manual.   Faculty may also provide advising by email.
3. When registering in person, pick up registration material in the Office of Admissions and Records prior to your appointment with your advisor or during registration periods.
    a. During the scheduled early registration period, other graduate faculty may sign your registration form.
    b. Complete the registration form according to your planned program of studies. You must sign your completed registration form.
    c. Take the completed registration form to the Office of Admissions and Records to receive registration verification and tuition statement.
4. If you are currently enrolled as a student, you may register by fax, mail, or Internet.

Registration by fax or by email:

1. Select only the course(s) for which you wish to register from the course listings in the class schedule. List the course by prefix and number (e.g., NSG 6671) and name (e.g., Advanced Pathophysiology.   Include your full name and student identification number or Social Security number.

2.   Fax the course list to (334) 241-8626 or mail the course list to Registration Clerk, Troy College of Health and Human Services, 340 Montgomery Street, Montgomery, AL 36104 by the designated date. The Offices of Admissions and Records posts schedules and deadlines each term.

3.   Within a few days following your mail or fax registration processing, you will receive a computer-generated copy of your registration statement. Check all information on the form carefully to ensure that all information is accurate. Please report any inaccuracies to the Office of Admissions and Records for correction [(334) 241-8617 or (334) 241-8631].

4.   You may view your schedule and billing statement by logging on to your Trojan Web Express student account.

Late Onsite Registration

Late onsite registration is scheduled shortly before the beginning of each term and is usually limited to 1 day, depending on the site.   The student should pick up necessary registration material, take the completed form to an academic advisor (a graduate faculty member) for approval and signature, and then take the completed form to the Office of Admissions and Records to receive registration verification and tuition statement. This procedure may vary for Phenix City and Troy campuses.

Online Registration Procedures

1.   Go to the Troy University home page: www.troy.edu and choose *Current* Students then click on **Trojan Express.** Continue on to Trojan Web Express.

Log in to Trojan Web Express. All students have been assigned a Username and Password or PIN to access your personal information on the Trojan Web Express.

Once you have successfully logged in to Trojan Web Express for the first time, you will need to change your password from the originally assigned SSN to something unique to you. Students who have previously accessed Trojan Web Express should have already completed this process and must use his/her chosen "unique" password.

2.   After logging in to Trojan Web Express, click on Search for Classes, select the **Term**, scroll down to **location**, and select T08. You may register for any course for which you are academically eligible (see course descriptions in Graduate Catalog for prerequisites and corequisites). Select **Academic Level**. Press **Submit** and all of the courses offered through the School of Nursing will appear.

Changes in Class Schedules

Changes in the class schedule are not permitted after the close of the registration period except through drop/add procedures.

Registration for a course makes the student responsible for completing the course unless he/she officially withdraws from the course(s).   Refer to the Troy campus location's operating schedule for specific drop/withdrawal deadlines.

Drop

Definition: Student is still enrolled in at least one course after the drop is processed. Failure to participate in course activities or to submit assignments does not withdraw the student from the course. The student who is enrolled in a course, but does not meet course requirements may receive a grade of "F" or "FA" (failure due to absence).

Drops Before Semester/Term Begins
Students who, for any reason, drop a class(es) <u>before classes begin</u> MUST complete a "Drop" form and submit it to the appropriate office before the semester or term begins. Any student who fails to do so will be responsible for payment of tuition and may receive failing grades.

Drop After Semester/Term Begins
Students who drop <u>after classes begin</u> must complete a Drop form and submit to the appropriate office in order to protect their records and to qualify for partial refunds (refer to local policy). Drop forms are available in the Student Services Office or the site office.

Drop After the Last Day to Drop
Students who drop after the <u>last day to drop without academic penalty</u> (see Schedule of Classes for the date) will be awarded the grade of "DP" (Drop Passing) or "DF" (Drop Failing).

Explanation of grade status at the time of drop:
1. Before the Last Day to Drop Cutoff Deadline: The symbol "DR" (drop) will be entered on the student's record for each course, and the hours will not be charged as attempted. See the Schedule of Classes for the exact date.
2. After Last Day to Drop: With the exception of those who drop for documented reasons beyond their control, students who drop after the last day to drop will be assigned the symbol "DP" or "DF" for each course. Students who receive the "DF" will be charged with hours attempted in the overall grade point average. See the Schedule of Classes for the exact date.

Withdrawals
Definition: Student is no longer enrolled in any graduate course(s). Withdrawal from the University is defined as a resignation or withdrawal from all courses for the current semester and/or term.

Withdrawal – From Early Registration through Late Registration
Students who wish to withdraw from all classes prior to the start of the term through the last day of late registration must <u>CANCEL</u> their registration (in writing) through their home location's Records Office. Cancellation (in writing) prior to the beginning of the term through the last day of late registration does not require the completion of the withdrawal form or an exit interview. Financial obligations for payment of course tuition and fees will be removed when course cancellations have been completed in writing.

Withdrawal – From End of Registration through Midterm
1. Students who wish to withdraw from the university during a semester and/or term must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal prior to midterm will result in a grade of W, withdrawal, which is non-punitive.

Withdrawal – After Midterm Prior to First Day of Exams
1. Students who wish to withdraw from the university after midterm and prior to final exams must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal, after midterm will result in a grade of WP or WF, depending on the instructor's assessment of the student's academic performance in the class at the time of withdrawal. A WP, withdrawal passing, is non-punitive. A WF, withdrawal failing, is punitive. The grade WF will be calculated as an F in the student's grade point average.

Instructions for
Blackboard, Trojan E-Mail, and Web Express Access

About 24 hours (during regular registration periods) after you register for the first time, an IT account will be created for each student.

To access these accounts you must go to **www.troy.edu**. And click on *Current Students* or go to http://trojan.troy.edu/students/

Click on 'Trojan Web Express' (at end of "Online Resources") and on the next screen click 'Continue to Trojan Web Express.'

Under User Account click on 'What's My User ID'

Enter the requested information and your user ID for Web Express, Trojan E-mail , and Blackboard will be displayed.

TROJAN WEB EXPRESS— http://splash.troy.edu/go-to/webexpress/

You will log on using your User ID and you password. Your initial password will be the last four digits of your Social Security Number. When you log in for the first time you will be required to change your password.

Trojan Email– https://mail.troy.edu/

You must log on to Trojan E-mail using a user id and password.
Your user id will be the same as your Web Express ID.
Your password will be your date of birth in the format mmddyyyy.
Once logged in you may change your password.

The Trojan E-mail system is the official means of communication for the University. All communication with instructors or University staff should be handled through your troy.edu account.

Blackboard– https://troy.blackboard.com/webapps/login/

You must log on to Blackboard using a user id and password.
Your user id will be the same as your Web Express ID.
Your password will be the last four digits of your Social Security Number. You may change your password after you have logged in for the first time.

Blackboard

Troy University uses the Blackboard Learning System for delivery of online courses. Students will access Blackboard to obtain course syllabi and other materials and resources for each course.
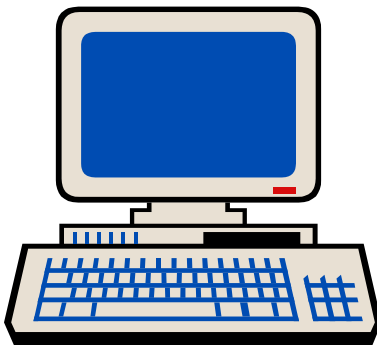
1.   The student must be registered for a course to access that course on Blackboard.   Go to the Troy University web page: **www.troy.edu** , then click on *Current Students* and click on the link to *Blackboard* or go to https://troy.blackboard.com/webapps/login/.

2.   All students are encouraged to complete the tutorial ***How Students Learn at eTROY.*** Click on the link to the left of the login.   You will be prompted to login to begin this tutorial.

To login: enter your Username and password. Your username is the same as your Trojan Web Express username. If you don't know your username, look at item #1 in the Trojan Web Express box below the login area. Your initial password is the last four digits of your social security number. If your username is correct, but your password does not work, call the toll-free number in item #2 of the Web Express box to have your password reset.

3.   Successful login (without clicking on the tutorial) will take you to a Blackboard screen that lists courses in which you are enrolled. If a course in which you have enrolled is not listed or is listed as unavailable, it means the faculty has not yet made the course available to students. Check again later. Click on a specific course to access materials about that course. Course materials will be available by the first day of class.

You do not have immediate access to courses after registration.   The Blackboard system is updated several times during the day, and your courses will not appear, if available, until after an update has occurred.

4.   You should change your password in Blackboard after your initial login. Others who know the information listed above about you would be able to access your grades and other information on Blackboard if you do not change the password. When you are on a course page, click on tools in menu to left, click on personal information, click on change password and follow instructions.

5.   Faculty often use the email tool within a Blackboard course to communicate with students. Students should check email and the Announcements section of each Blackboard (BB) course on a daily basis.

Tips on Taking Exams on Blackboard

Before logging on to the test, maximize the Blackboard window so that it fills your computer screen.

Allow time for the exam to load – sometimes this may take several minutes.

Click only within the Blackboard window - if you click outside the window, you may be thrown out of the exam.

Never double click when working within a Blackboard exam.

Only click **once** to open the exam

Only click **once** to move from question to question, and

Only click **once** to move back to previous questions.

Just click **once** and then be patient as the computer opens the exam or moves to the next question, which can take some time. By making these simple changes students will reduce their chances of having future testing problems.

If you have problems with an exam – thrown out of exam, frozen screen that won't advance, etc. follow the instructions your instructor has given you. You will need to contact the instructor to have the exam reset.   You will be required to submit a help ticket (see below) if your exam must be reset.

For assistance with Blackboard, Wimba, and other online tools, please go to http://helpdesk.troy.edu/ and submit a ticket.
> The Educational Technology team is available 7:00 a.m. to 8:00 p.m. CT seven days a
> > week to support users technical needs.
> Tickets are answered in the order they are received and response times may
> vary. Tickets received during peak times of the term will have longer wait times, while tickets
> > received after 8:00 p.m. may not be addressed until the next day.
> For instructions on submitting a ticket, go to: http://it.troy.edu/helpdesk/index.html

The Live Chat feature is available Monday-Friday, 7:00 a.m. CT through 6:00 p.m. CT.

Section 3:   CLINICAL REQUIREMENTS

Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff must comply with policies specific to these agencies outlined in legal agreements. These include conduct and dress codes as well as with compliance with health, insurance, and academic requirements.   Students must report any arrests or legal convictions and may be subject to background checks. See the *Disclosure of Legal Convictions and Arrests Policy* in the Appendices.

All graduate students enrolled in a clinical course must have written documentation of "up-to-date" clinical certification uploaded to TyPhon (instructions pending) for a small fee. Explanations are given below, but the following must be documented prior to beginning clinical courses:

- Criminal Background Check (required upon admission)
- Disclosure of Legal Convictions and Arrests Statement for Nursing Students
- Permission to Release Records to Clinical Agency
- Core Performance Standards
- Current licensure as a Registered Nurse for the state in which you will be having clinical experiences
- BCLS or ACLS certification
- Physical exam and TB Skin Test
- Professional liability insurance
- Completion of OSHA program
- Completion of HIPAA program
- Personal Health Insurance documentation
- Health insurance
- Drug testing
- Serum Titers
- Permission to Release Records from School of Nursing files
- Electronic Device (Social Media) form
- Certification in a clinical specialization (CNS, NP or CRNA)
- Verification of Post-Baccalaureate Clinical Hours- **sent to DNP Program Coordinator**

It is strongly advised that the student keep a copy of all documentation submitted. Most clinical agencies accept a contract from Troy that states that we have this documentation on file. A few agencies want copies of this documentation for their records.

Students preparing to begin clinical courses should submit these documents as a package to their designated clinical faculty.

1. **Criminal Background Check**

     The criminal background check should have been done upon notification of acceptance into the program through Certified Background. See policy in Appendix A.

2. **Disclosure of Legal Convictions and Arrests**

     All students enrolled in clinical courses must complete the *Disclosure of Legal Convictions and Arrests Statement for Nursing Students* (see Appendix B)

3. **Core Performance Standards**

     Core Performance Standards are those abilities needed by the nursing student to meet program objectives and requirements. (see Appendix C). Students must sign a copy of these standards.

4. **Current license as RN**

>   All students enrolled in graduate clinical courses at any of the TROY campus sites are required to be licensed in the state in which they plan clinical experiences. The license must be current. When your license is renewed, the copy of the new, current license must be submitted to clinical faculty. **Licensure must be valid from the first day of the semester of registration through the last day of that semester.**
>
>   Out of state preceptor requests are not processed until evidence of licensure in that state is provided.

5. **BCLS Certification**

>   Before students are registered for clinical nursing courses, they must qualify for health provider level certification in cardio-pulmonary resuscitation of adults and children. BCLS or ACLS certification is acceptable. The certification card must be presented to faculty. A two-year certification period is acceptable, if stated on your card. **Certification must be valid from the first day of the semester of registration through the last day of that semester.**

6. **Student Physical Exam Requirement**

>   All Troy nursing students enrolled in clinical courses are required to have annual proof of a sound health on file. Results of an **annual** TB skin test (or Chest x-ray with history of previous positive TB skin test) must be documented (see Appendix E).   The required form is shown in the Appendices and is available at the front desk of the School of Nursing in Montgomery or from the School of Nursing secretary in Troy and Phenix City. **Physical exam must be valid from the first day of the semester of registration through the last day of that semester.**

7. **Student Professional Liability Insurance Coverage**

>   All TROY nursing students enrolled in nursing courses are required to carry professional liability insurance. This coverage is specific for the advanced practice nursing student. Your RN liability insurance will not cover you as a graduate student. This insurance is only in effect during terms and is not in effect between terms. TROY has blanket coverage in the amount of $2,000,000 (occurrence) /$4,000,000 (aggregate) for students. For CNS students the cost of this coverage for one year is $75 for FNP students and $25 for CNS students payable to School of Nursing secretaries in Montgomery (334-241-8654) or Phenix City (334-448-5156) to arrange purchase.
>
>   **Liability Insurance coverage must be valid from the first day of the semester of registration through the last day of the semester.** This insurance is in effect only when TROY is in session (not between semester/terms).

8. **Verification of Completion of OSHA Infection Control Program**

>   Before students are registered for their first clinical nursing course, they must provide written verification of completion of the OSHA Bloodborne Pathogen Standard Infection

Control Program. The verification form is found in the Appendices.   If the program was completed in the work setting, the student should request the trainer's signature on the verification form. (see Appendix G). Verification forms should be turned in the faculty member teaching the first clinical nursing course in the student's major. OSHA verification is required annually. **OSHA verification must be valid from the first day of the semester of registration through the last day of that semester.**

8. **Verification of Completion of HIPAA Program**

Before students are registered for their first clinical nursing course, they must provide written verification of completion of a review of HIPAA. The Health Insurance Portability and Accountability Act became effective in April 2003. See the Troy University School of Nursing statement on HIPAA in the Appendices. Students must comply with these guidelines. If the program was completed in the work setting, the student should request the trainer's signature on the verification form (see Appendix J). **HIPAA verification must be valid from the first day of the semester of registration through the last day of that semester.**

10. **Verification of Personal Health Insurance Coverage**

Due to requirements of clinical agencies, all students must provide verification of current health insurance that is valid in Alabama prior to beginning clinical courses (see Appendix H). If you do not have insurance, coverage is available from TROY underwritten by an insurance company. For more information, contact Dimple Gilbert, Director, Student Health Center. The form shown in the Appendices should be completed and submitted prior to registration for the first clinical course and must be resubmitted each semester you are enrolled in a clinical course.

11. **Serum titers**

All students enrolled in clinical nursing courses must have documented immunity status (titers) to measles, mumps, rubella, varicella, and Hepatitis B.   A titer is a blood level indicating whether you have immunity against a specific disease. Do not submit vaccination records for measles, mumps, rubella, and varicella. Proof of vaccination does not provide evidence of immunity.

student should have the titers drawn no later than the beginning of the semester prior to the semester he or she plans to register for the first clinical course. Copies of titers showing immunization from other agencies are accepted.   Students should have titer levels drawn as soon after admission as possible and may have this done by Labcorp, other Laboratories, or employer.   Labcorp has facilities in Montgomery, Dothan, and Selma and Columbus, GA. Other locations are available online at www.labcorp.com . The drug screen **must** be done by Lab Corp, so many students have both the titers and drug screen done at their facility. Results should be uploaded into certified background.

The student must also comply with the policy statement regarding Hepatits B at the end of these clinical requirements prior to beginning clinical courses.   The form to document hepatitis vaccinations is shown in Appendix F.

9. **Immunizations**

The School of Nursing recommends that all immunizations be kept up-to-date for the safety of each student, including the tetanus vaccination.

10. **Drug Screen Policy and Procedure**

The Drug Screen Policy and Procedure may be found in Appendix I (3 pages) and the student is advised to read the entire policy and procedure carefully. Only drug screens done through Labcorp are accepted. Due to the time involved in processing drug screens, the student should have this done at the beginning of the semester **prior** to the semester he/she plans to begin clinical courses.

Full time students should have the drug screen done by the end of the second week of their first semester. Part-time students should have the drug screen done during the semester prior to the semester that they plan to take begin clinical courses.

11. **Permission to Release Records from School of Nursing files**

We sometimes receive requests from clinical agencies, educational institutions, or potential employers for documentation contained in student files in the School of Nursing. This form gives us permission to release that information (see Appendix K).

13. **Electronic Device (Social Media) form**

This is a form acknowledging that you have read the School of Nursing policy on the use of social media.

14. **Certification in a clinical specialization (CNS, NP or CRNA): Post-Masters student only**

If you hold a current certification in a clinical specialization resulting from your MSN program, please upload proof of this requirement.

15. **Verification of Post Baccalaureate Clinical Hours: Post-Masters student only**

The form in the Appendices should be completed by the Director or Coordinator of the MSN program attended and sent to the DNP Program Coordinator for validation of the number of clinical practice hours (see Appendix W).

The student should retain copies of all clinical documentation submitted.

Troy University School of Nursing
POLICY STATEMENT

Hepatitis B Vaccinations
and
Documentation of Titers for Measles, Mumps, Rubella, and Varicella

All students registering for their first clinical nursing course must have present in their School of Nursing files satisfactory proof of:

1) vaccination for Hepatitis B within the preceding 5 years **OR**
2) a confirmed prior illness with Hepatitis B **OR**
3) receipt of at least the first dose of the vaccine for Hepatitis B; proof that all three doses of the vaccine have been given must be submitted within 6 months of the first dose.

AND

4) documentation by titer of satisfactory Hepatitis B antibody level.

5) documentation of titers for measles, mumps, rubella, and varicella zoster.

Serum titers may be obtained from personal physicians, the Student Health Center on the Troy Campus or Labcorp. Labcorp sites are located in Montgomery, Selma, and Dothan.

Procedure for Review of Titers:

1. The School of Nursing receives the titer reports and submits them with a cover memorandum listing the students' names to Student Health Services (SHS) in Troy.

2. The physician will review the lab reports, noting this review by initialing the reports and making any recommendations deemed necessary for follow-up.

3. The notation will be made in the student's health record by SHS nursing personnel that a titer was reviewed; they will retain a copy of the titer report.

4. The titer reports with listing of names will be forwarded back to the SON along with a communication of any follow-up needed. The Student Health Services will contact the student for any needed follow-up.

5. A copy of the titer will be filed in the student's SON file and the memorandum with the list of names will be retained by the SON secretary for quick reference.

Guidelines for Preceptorship/ Internship Courses (6000 level courses)

1. All clinical courses in 6000 level courses include clinical hours with a qualified preceptor in an approved clinical setting. In general, preceptors are expected to be prepared at a graduate level and hold an MSN degree. Other preceptors are considered on an individual basis. Your clinical faculty must approve preceptors.

    Nurse practitioners who serve as preceptors must be licensed as nurse practitioners by the state in which they practice. Physicians, nursing faculty and, in some situations, physician's assistants may also serve as preceptors for FNP students.

    Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting potential preceptors.

2. Students are not allowed to do preceptorships in the same area/setting where they work as an employee.

3. Students are required to use a variety of preceptors in a variety of settings. FNP students may utilize a specific preceptor in no more than two courses.

    Similarly, the first three clinical courses for FNP students are three semester hours each and require 135 clock hours of clinical experience during that term. NSG 6613: Advanced Health Assessment Preceptorship is the first clinical course for FNP students. A preceptorship that will allow lifespan experiences is most appropriate for this course. NSG 6666: Primary Care I focuses on pediatrics and care of the childbearing woman (OB/Gyn focus). Usually students have two preceptors in NSG 6666. NSG 6668: Primary Care II focuses on adults and geriatrics. The last FNP clinical course is NSG 6680: FNP Internship and is a five semester credit hours course and requires 300 clock hours of clinical experience.

4. Course faculty must approve the preceptor and clinical setting prior to any written agency agreements being finalized for a course.

    The student must submit a completed *Preceptor Information Form* located in Appendix O and P. The forms are also available through the SON web site. The difference in the forms is the list of clinical courses for each major. This form should be submitted by **midterm** of the semester preceding the anticipated clinical experience. An incomplete form or a delay in submission of the form will prolong the processing of the preceptorship agreement. Students must be aware that if they plan to precept at an agency or institution with whom Troy University does not have an existing formal contract, the process will take much longer and requests should be submitted as early as possible.

    Submission of the *Preceptor Information Form* initiates the process. **Do not** ask the preceptor to sign the form. If the faculty member approves, the faculty member gives the form to the School of Nursing secretary. A formal letter initiating a legal preceptor and agency agreement with Troy University is sent to the requested preceptor or agency. The preceptor and agency agreement must be signed and returned to the School of Nursing prior to the student beginning a clinical experience. It is the student's responsibility to confirm receipt of these documents by the School of Nursing prior to beginning clinical.

    Clinical experiences are not allowed during semester breaks. Professional liability insurance is not valid between semesters.

5. The student should discuss with the preceptor the objectives for the clinical course in which he/she is enrolled. The student will submit a clinical schedule to faculty after obtaining approval from the preceptor. Students must notify faculty immediately of any changes in their clinical schedule. Faculty may make unannounced site visits or phone calls to preceptor.

    A student cannot begin clinicals prior to receiving clearance from the clinical faculty that he/she may begin clinicals. We must have received signed contracts from preceptors and all updates on any clinical documentation that is needed (e.g., OSHA, BCLS, Physical Exam, TB skin test, insurance, RN license renewal, etc.) prior to clearing a student for clinicals. Any clinical hours accrued by the student prior to receiving clearance from the faculty **will not count** toward hours required for that term.

Section 4: DNP PROJECT AND SYNTHESIS COURSES

DNP Synthesis Project Committee

The *DNP Synthesis Project Guidelines* are available on the Graduate School website:
http://trojan.troy.edu/research/assets/documents/DSP-Guidelines.pdf

The guidelines supersede any of the content below.

Chair, DNP Synthesis Project Committee

The DNP Synthesis Project (DSP) Chair must be a faculty member in the School of Nursing and have a graduate faculty appointment (or eligibility). The DSP Chair serves as the leader of the student's DSP Committee, mentors the student, assists the student to focus the area of interest, and guides the student in the project's development, implementation and evaluation.

DNP Synthesis Project Committee

In addition to the DSP Chair, a DSP Committee is formed to assist in guiding the student's project development, implementation and evaluation. The committee is selected by the student in collaboration with the DSP Chair. The DSP Committee consists of a minimum of two members, including the Chair both of whom a) hold doctoral degrees and (b) are members of Troy's School of Nursing Faculty OR is an outside member with qualifications significant to the project. Although the DSP Committee can consist of only 2 members, the student in consultation with the Chair may elect to have more than 2 members. The process for developing the DSP Committee begins with the student asking a faculty member to be the DSP Chair. Then, with input from the DSP Chair, the student selects the other member(s) of the committee. The student will obtain the signature of all the committee members on the DNP Project Advisory Committee Form (see Appendix R) which becomes part of the student's record located in the office of the DNP Program Coordinator.

Any changes in the DSP Committee membership must be submitted in writing and a new DSP Committee form completed and signed. The DSP Committee is responsible for the following activities:

- Guiding the student in the planning and development of the student's project
- Critical review of the project proposal, implementation and evaluation
- Determining the student's eligibility for the Competency Evaluation
- Administering and evaluating the student's performance on both the Initial Competency Evaluation and Final Competency Evaluation

If the Project Chair leaves the institution during the student's tenure, the student will work with the DNP Program Coordinator to determine an appropriate course of action. If a member of the project committee is unable to complete his/her tenure, the student and DSP Chair will collaborate to select a new member.

DSP Committee Meetings

The DNP student forms a DSP Committee early in NSG 8810. The student's DSP Chair serves as chair of the DSP Committee and presides at the meeting. Each member of the committee will be expected to participate in the meeting in person or most commonly with distance modalities. The purpose of the meeting is to devise a preliminary plan for attainment of the goals and requirements of DNP Program with regard to project planning, development, implementation and evaluation.

The student in collaboration with the DSP Chair is responsible for completing minutes of the first committee meeting. See the *Report of DNP Synthesis Project Committee Meeting Form* in Appendix S. At this meeting, the chair and committee member(s) should sign the *DNP Synthesis Project Committee Form* (see Appendix R). The chair then submits the form to the DNP Program Coordinator.

At the meeting where the student presents the project proposal, all committee members will review and approve the proposal or provide recommendations for revision. When the proposal has been approved, the chair submits the *Project Proposal* form and the *Initial Competency Evaluation* form to the DNP Program Coordinator within two weeks of the date of the committee meeting (see Appendices T & U).

Thereafter, the committee will meet at least twice every semester to evaluate the student's progress towards completion of the degree requirements. The student is responsible for preparing minutes following each committee meeting and submitting them to the committee chair and members (see Appendix S).

Guidelines for DNP Synthesis Courses:
DNP Synthesis Project

DNP Synthesis Project Description

- Doctor of Nursing Practice (DNP) students will identify, develop, implement, evaluate, and disseminate findings of a clinical project that has systems level impact for the improvement of healthcare outcomes for a population group within a specific nursing practice. Specific courses in the DNP curriculum guide the completion of this project.
- Projects should demonstrate synthesis of the skills/competencies/standards that pertain to the DNP program as well as their area of specialty.
- The student will identify a problem or need within their practice specialty area and develop an in-depth understanding of the issue through extensive review of evidence-based literature and examination of the ethical, political, economic and cultural aspects inherent in the problem. Students will provide support for their project selection and development by providing an evidence table that outlines the research evidence and strength of that evidence.
- The student should identify and begin to collaborate with their DSP Chair and Committee as soon as possible, usually within the first weeks of Synthesis of EBP I: Project Identification.
- Working under the direction of the DSP committee, the student will identify a potential project area; identify a conceptual model that will guide the translation of research into practice; and then develop a project that addresses the identified need. The project must be evidence-based and demonstrate synthesis of all areas of DNP development.
- The student will present the proposal to the DSP Committee for the Initial Competency Evaluation and submit the eportfolio to their DSP Chair. The student should be prepared to demonstrate that project reflects a synthesis of knowledge and progression toward meeting the required competencies.
- As soon as the project proposal is accepted the student should complete the appropriate forms to apply for approval through Troy's Internal Review Board (IRB) and any other IRB required to conduct the project.
- After receiving approval from Troy's IRB (and any other required IRB), the student will implement and evaluate the project.
- The student and the DSP Committee will determine the appropriate format for dissemination of the results, evaluation and recommendations generated from the project. Students must be accepted to present their project literature synthesis, proposal or results at a Regional or National conference during their time of study. Students are also required to submit their DSP in manuscript form to a professional journal.
- The student will defend the DSP to the DSP Committee and an audience of peers as part of the Final Competency Evaluation.

ePortfolio
The electronic portfolio provides evidence of a student's development during the course of the program and is designed to demonstrate progress toward achieving the student's goals and objectives for the program as well as the DNP competencies. Examples of work that can be included in the portfolio include but are not limited to:
- Essay submitted with application to DNP program
- Paper and assignment benchmarks from DNP courses
- Reflections on learning in each course
- DSP proposal, PowerPoint presentation, IRB application and formative evaluations
- Minutes from meetings with DSP Committee

- Copy of completed Initial Competency Evaluation Form
- Documentation of clinical experiences
- Evaluation of DNP program outcomes

The arrangement of the portfolio should reflect the student's evolution in the program and show evidence of progressive mastery of the content. The student will continue to develop the portfolio throughout his/her tenure in the program. For the final evaluation, the portfolio should reflect ample evidence of successful attainment of all goals, objectives, and competencies.   Students will use FolioTek® software to compile and store program and courses documents.

In summary…. student responsibilities in DNP Synthesis courses:
(also see *DNP Synthesis Project Guidelines)*

NURS 8810-Synthesis of Evidence-based Practice I: Project Identification
- Submission of DSP Committee form
- Submission of Section 1 of proposal
- Minutes of committee meetings
- Submission of initial documents for ePortfolio (including Minutes)
- Clinical hours documentation

NURS 8820- Synthesis of Evidence-based Practice II: Project Development
- Submission of DNP Synthesis Project (DSP) Committee Minutes
- Submit ePortfolio for initial grading by Chair
- Submission of Sections 1 and 2 of proposal
- DSP Proposal Defense
- Submission of Troy IRB Application (and any other required IRB)
- Clinical hours documentation

NURS 8830- Synthesis of Evidence-based Practice III: Project Implementation
- Committee Minutes
- Implementation of DSP
- Submission of FINAL draft of Sections 1 and 2 of project
- Continued development of ePortfolio
- Development of datasets
- Clinical hours documentation

NURS 8840- Synthesis of Evidence-based Practice IV: Project Evaluation
- Submit final ePortfolio
- Committee Minutes
- Submission of Final Sections 1, 2 & 3 of DSP
- Successful Defense of DSP
- Submission of final written DSP document
- Clinical hours documentation

DNP Competency Evaluations

Format and Student Expectations for Initial Competency Evaluation

The Initial Competency Evaluation will occur during NSG 8820: DNP Synthesis of Evidence-based Practice II. The student is responsible for scheduling the Initial Competency Evaluation with the agreement of the DSP committee. The Evaluation should be scheduled to take place no later than a week prior to the end of the course or an incomplete will result. At least two weeks before the proposal defense is scheduled to occur, the student will submit the DSP Proposal to the members of the student's DSP Committee.

The defense of the DSP proposal is in the form of a powerpoint presentation that the student has developed. The student should anticipate and be prepared to answer questions from the DSP committee regarding the proposal and project plan. An evaluation and recommendation will be provided to student following the Competency Evaluation. (See *Initial Competency Evaluation Form* in Appendix U).

Passage of the Initial Competency Evaluation indicates that the student has shown evidence of progression towards achievement of the DNP competencies comparable to their tenure in the program. It also indicates the DSP Committee's acceptance of the student's DSP Proposal. The title of the student's proposed project will be included on the form (see Appendix: *Initial Competency Evaluation*) for the Initial Competency Evaluation which will be signed by all members of the committee, and the student and submitted to the DNP Program Coordinator for signature. The signed form will be kept in the student's file in the office of the DNP Program Coordinator.

Format and student expectations for Final Competency Evaluation

The final competency evaluation is the student's presentation defense of the completed DSP. Every student must successfully complete the Final Competency Evaluation to be eligible for graduation. Failure to pass this Evaluation will result in postponement of the student's graduation date.

The student is responsible for scheduling the Final Competency Evaluation at least 4 weeks before the end of his/her final semester. This presentation will be open to the public. The student will present to the DSP Committee, interested members of the Troy faculty and others. This will be followed by a question and answer session in the public session and in a closed session with the Committee.

The DSP committee members will determine the outcome of the Final Competency Evaluation and provide a written evaluation to the student. All members of the committee will sign the Final Competency Evaluation Form (see Appendix V) which will then be submitted to the DNP Program Coordinator, the Director of the School of Nursing, the Dean of The College of Health and Human Services and the Graduate Dean for signature. If a student fails to pass this Final Competency Evaluation, a plan for remediation will be developed by the Project Chair, DNP Program Coordinator, and the student. This plan will be submitted to the CHHS Dean and the Director of the School of Nursing for approval within two weeks of the date of the meeting.

Section 5: RESOURCES

School of Nursing Web Page

The School of Nursing web page provides access to most of the information in this orientation manual, forms, information about all nursing programs, Schedule of Classes, Blackboard, and a wealth of other helpful information. There are online help pages that provides helpful information and downloads. The SON's web page is: http://trojan.troy.edu/healthandhumanservices/nursing/

School of Nursing Laboratories

Each campus site has a clinical laboratory. In Montgomery the lab serves both ASN and graduate nursing students. The Lab Coordinator is Sharon Hamm-Wilson. In Troy the lab serves BSN and graduate nursing students. The Lab Coordinator is Karri Booth. Students may arrange to go to the lab and practice skills independently. The Labs in Phenix City and Dothan may be used by arrangement with course faculty.

Computer Access

In addition to personal computer access, students in Montgomery, Troy, Phenix City and Dothan have access to state-of-the-art computer labs within the School of Nursing and access to computers in libraries and other sites on campus. Sharon Hamm-Wilson coordinates the computer lab in Montgomery. Karri Booth coordinates the computer lab in Troy.

Technology requirements

Students must have:
- A reliable working computer that runs
    - Windows Vista or Windows 7 or Windows 8
    - Mac OS X 10.6 or Mac OS X 10.7 or Mac OS X 10.8

- A personal computer capable of running:
    - Internet Explorer 9.0 or Internet Explorer 10.0
    - Safari 5.0 or Safari 6.0
    - Current Versions of Firefox or Chrome.
    - Students who use older browser versions will have compatibility problems with Blackboard.

- A TROY e- mail account that you can access on a regular basis (see "TROY e-mail" above)
- E-mail software capable of sending and receiving attached files.
- Access to the Internet by Broadband connection.
- Microsoft WORD 2007 or higher. (I cannot grade anything I cannot open! This means NO MS-Works, NO WordPad, NO WordPerfect)
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. It should be continually updated!

Library Resources

The Troy University Library (located on Troy Campus) and the associated regional libraries (Montgomery and Dothan) provide students with a variety of printed and non-printed materials, media, equipment and services. In addition to the to the traditional library holdings (books, reference collections, periodicals, audio-visual materials, journals, etc) all three libraries offer cooperative lending services through the Interlibrary Loan Program and access to a multitude of online databases. The online catalog of the Troy Library system is known as WEBCAT. From the Library's home page (http://trojan.troy.edu/library/troy/) the following information is provided:

> The databases provide access to more than 25,000 full-text journals, partial full text and/or bibliographic journal references and more than 100,000 online full text books. Students may access the electronic databases from either a computer at the library or from his/her home computer (if the computer has Internet capabilities). The online resources are available 24 hours a day from any location. Assistance is available via email Ask a Librarian and through Live Chat at (http://www.liveassistance.com/cgi-bin/ncustask?TROYST01&TROYWCFG&&) when classes are in session. An online Tutorial on using the Library resources is available on our Library Web pages.

Locations and Operating Hours

Troy Campus: The TROY Library is located on the 2nd and 3rd floors of Lurleen Burns Wallace Hall. (334-670-3255).

Montgomery Campus: The Rosa Parks Library is located at 252 Montgomery Street, on the 2nd and 3rd floors of the Rosa Parks Building. (334) 241-9576.

A current student ID is required to check out books and other materials from the libraries. The ID must be updated each term.

Accessing Library Resources
Go to the Troy University web site (www.troy.edu), and click on libraries or go to
http://trojan.troy.edu/library/troy/
The library web page is shown below. Click on Services to search for texts and other holdings. This is a secure web site. If you are accessing the library from an off-campus computer, you will be prompted to enter your Social Security Number or other password.

Library Presentation for Nursing: http://trojan.troy.edu/library/assets/documents/pdf/nursing.pdf

To search online databases, click on *Databases* on the gray horizontal menu bar. The following screen appears. Scroll down to look at the list of available databases. There are a number of health related databases including CINAHL Complete, Health Source, ProQuest Nursing, OVID, Allied Health Source and PubMed.

Scroll down this page to select databases. Databases vary in resources provided—some give the article citation only, some include an abstract, and some provide the full-text article. Student may use the Interlibrary Loan Service (ILL) of the libraries to request copies of articles. This may take 1-2 weeks or longer, so allow adequate time.

Library Tutorial: http://trojan.troy.edu/library/assets/tutorial/

Modules in the online tutorial (see gray menu bar) include:

1. Troy University Libraries
2. The Research Process
3. Books as Information Sources
4. Articles as Information Sources
5. Additional Database Information Sources
6. The WWW and Other Sources of Information
7. Evaluating Information Sources
8. Writing, Style and Documentation, and Plagiarism

All students are strongly encouraged to work through these tutorials.

Library Fact Sheets

Each library provides a fact sheet listing available services, library hours, and some policies. The library fact sheet from the Troy-Montgomery Library is titled "Basic Library Information" and shown on the next page. It is included in this manual as an indication of available services. Fact sheets may be obtained from the Information Desk of all 3 libraries.

Other Resources

You can also access a wealth of information on the Internet without going through the library system's WEBCAT. Free medical journals can be accessed at www.freemedicaljournals.com .

TROY, MONTGOMERY Campus
Basic Library Information

Library Hours: Monday – Thursday 8:00 am – 9:00 pm
Friday 8:00 am – 4:30 pm
Saturday closed
Sunday 2:00 pm – 6:00 pm

Phone numbers: Circulation Desk—2nd floor (334) 241-9576
Periodical Room – 3rd floor (334) 241-9605

Current ID is required to:
- Use the computer lab on 2nd floor
- Watch TV class videos on the 2nd floor
- Use the computers on 3rd floor for database research
- Check out books

Book drop is located on the curb close to the side door of the building.

Two study rooms are available on the second floor and may be reserved.

Photocopier:
- Available on both 2nd and 3rd floors
- Costs 10¢ per copy
- Will give change for $ 1.00
- The Library cannot change $20.00 bills

Books:
- May be checked out for 56 days (2 months) by graduate students
- May be renewed once (can be done online)
- Incur overdue fines of 25¢ per day

Interlibrary Loan Service is available to borrow books or articles available at other libraries.

Reserve material is at the circulation desk on the 2nd floor.

Reference material is in the Periodical room on the 3rd floor.

Videos may be reserved for a specific time by phone or in person.

Gold sticker allows you to borrow books at other university libraries in Montgomery. Ask at the 2nd floor circulation desk.

Help
- Ask a librarian – that's what we're here for
- Pick up the handout "Where do I Start" for help with databases and their subject strengths

Section 6: GENERAL INFORMATION

Course Syllabi and Blackboard

Course syllabi and other materials are available by Internet through Blackboard, a software program used by Troy University and used by the graduate program for all courses. Blackboard can be accessed from either the Troy web page: www.troy.edu or the School of Nursing web page: http://trojan.troy.edu/healthandhumanservices/nursing/ Syllabi will be available to students on Blackboard by the first day of class.   Students do not have access to Blackboard until they are registered for courses, and courses are not available on Blackboard until faculty makes them available. All courses will be available each term by the first day of classes.

Communication with Course Faculty (email)

Troy University provides each student with an email address so that every student receives timely information regarding administrative processes. In fact, all official University communications with TROY students will be sent through the Trojan (TROY) e-mail address assigned to them. The TROY Email Policy is included in the Appendices of this manual.

All TROY students must use their TROY email address to send and receive email in each course – there are no exceptions to this requirement.   The Appendices to this manual contain the Troy University Email Policy, Instructions for Troy Email Account that details how to access and use your Troy email account. Students must communicate with faculty using their Troy email account.

Identification Cards

Troy, Phenix City, Montgomery and Dothan campuses require an identification card for the use of the library and for other functions. Identification cards may be purchased at the student center (book store) in Troy. In Montgomery ID cards are made in Room 312 of Whitley Hall (across the street from Rosa Parks Library and Museum – where the electronic classroom is located). There is a charge for a replacement card.

Financial Aid

Information about available financial aid is available by calling 1-800-551-9716. Financial Aid packets and loan applications are available from the Office of Admission and Records on the Montgomery Campus and from the Financial Aid Offices on the Troy and Phenix City Campuses.

A limited number of scholarships are available to registered nurses who are engaged in graduate study in nursing. The Alabama State Nurses Association (ASNA) offers scholarships to registered nurse members enrolled in full-time graduate study in nursing in Alabama. Inquiries should be addressed to the ASNA office at (334) 262-8321. The Alabama Board of Nursing offers a limited number of scholarships for graduate nursing study. Information on the Board of Nursing's scholarships can be obtained by calling (334) 262-4060 or obtained from their web site: http://www.abn.state.al.us/

Federal funding for scholarships from the National Health Services Corps (NHSC) is awarded annually. The individual student submits an application to NHSC (http://nhsc.hrsa.gov/scholarships/index.html) These scholarships, when funded, are available to nurse practitioner students who agree to participate in a 160 hour primary care clinical experience in a federally-designated health provider shortage area or a medically underserved area. Contact the Office of the MSN Program Coordinator at (334) 241-8642 for information.

Grading
The graduate program of the School of Nursing uses the following grading scale:

        A = 90 –100
        B = 80 – 89
        C = 70 – 79
        D = 60 – 69
        F = < 60

TROY uses a 4.0 grade point average scale. Grades below a C are not acceptable for progression in 6000 level courses. Students who earn more than 6 semester hours of grades below "B" are automatically dropped from the Graduate School (see TROY Graduate Catalog).

Grades below a B are not acceptable in 8000 level courses.   Students who make a grade lower than a B in any 8000 level course must repeat the course and earn a "B" or higher prior to graduation.

Appeal of Grades
The procedures for appealing grades are detailed in the *Troy Graduate Catalog* and the *Oracle*.

Incomplete Grade Request
Students who wish to request an incomplete grade(s) from their instructors must use an electronically routed form located on the Records website at http://trojan.troy.edu/records/forms.html

Students are asked to give their email address, instructor's email address, and course information.
The form is electronically routed to the appropriate instructors using EchoSign.

Instructions
1.   The student requests the incomplete grade and supplies necessary documentation (at least one attachment of supporting documentation is required).
2.   Request is routed to the instructor who is notified by email that a request is ready for review.
3.   Instructor approves/denies request, lists what is required to complete the course, etc., and form is electronically signed.
4.   Form is routed to Records and a copy of the request form is placed in document imaging.
5.   Instructor posts incomplete grade (if approved) using Trojan Web Express.

From the *Troy University Graduate Catalog (*http://trojan.troy.edu/catalogs/index.html), General Regulations section:

Time limit for removal of incomplete grade
Any student who receives an "I" must adhere to the deadlines set by the instructor for when required assignments must be received. The instructor deadline must not exceed 9 weeks from the date of the end of the semester that the "I" was awarded. All instructor set deadlines apply whether or not the student enrolls for the semester or term following the assignment of the incomplete grade. Work received on or before the instructor set deadlines will be graded and computed into the final course grade. The instructor will submit a "Change of Grade" form to the registrar on or before the last day to remove an Incomplete from the previous term or semester published in the university's master calendar. Student assignments not received by instructor's deadlines will not be graded and a "Change of Grade" form will not be submitted. If a "Change of Grade" form is not submitted by the appropriate time, the "I" will automatically be converted to an "FI". An "FI" is calculated as an "F" when determining grade point average.

Research Requirement for PB-DNP
All Troy graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in approved research course(s) in the student's program (NSG 6691: Research Methodology and NSG 8812: Foundations of EBP). Students must repeat these research courses if a grade of "C" or below is attained.

Research Requirement for PM-DNP
All Troy graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in an approved research course in the student's program (NSG 8812: Foundations of EBP). Students must repeat the research course if a grade of "C" or below is attained.

Progression
Students who earn a grade of 'C' or less in more than one 8000 level course must repeat the second course and achieve a grade of 'B' or higher. If the student course to be repeated is a prerequisite course for a subsequent course, the student may not progress. If two grades of 'C' are earned in a semester, the DNP Program Coordinator will select the course to be repeated.

Graduate students may earn no more than six semester hours of grades below 'B'. Students who earn more than six semester hours of 'C' grades or below are automatically academically suspended from the University for a period of one calendar year at which time the student may petition the Dean of the Graduate School for readmission.

DNP Synthesis Project (All DNP Students)
DNP students will identify, develop, implement, and evaluate findings of a clinical project with a systems level impact for the improvement of healthcare outcomes for a population within a specific nursing practice. Specific courses (Synthesis courses) in the DNP curriculum guide the completion of this project.

Guide to Scholarly Writing

The ability to communicate effectively in writing is an essential skill for graduate students. Most courses require at least one paper. The School of Nursing uses the current APA manual as a style guide for formal papers. The *Guide to Scholarly Writing* was developed to help smooth your path through the graduate program. This document is found in Appendix N and is also available online through the School of Nursing web site. The TROY Writing Center also provides a 10 page handout titled *APA Documentation Guide.* The link to this document is given on the *Guide to Scholarly Writing.* Each student should own a copy of the current APA Manual, the 6th edition, and specifically the second printing (October 2009)- see citation page at front of book. The first printing of manual in July 2009 had many errors.

Parking

Troy Campus students must purchase parking stickers from the TROY police near the Trojan Center. These stickers are issued on an annual basis for $15 (not available per term, price subject to change). Students may park in any parking area designated student parking on the Troy Campus. **Montgomery Campus** students may purchase parking placards from the Registrar's Office on the 1st floor of the School of Nursing Building for $25 per year (price is subject to change). **Phenix City and Dothan Campus** students are not required to purchase decals.

All students are encouraged to lock their cars and leave no valuables in their vehicles.

School of Nursing Pin
Troy University School of Nursing Pins are available for those graduating from the graduate nursing program. See secretaries at each campus.

Student Health
The Mary E. Rich Health Center, located in Hamil Hall on the Troy Campus, offers both in-patient and out-patient health care services for students. The Health Center employs registered nurses and FNP with a physician is on call. Hours of operation are listed in the Troy Oracle.

Except for the Student Health Center, Troy University does not contract with any physicians or health care organization and is not responsible for students' health care fees. Students at the Montgomery,

Dothan and Phenix City campuses may utilize the health care services available on the Troy Campus, if they wish to do so. Emergencies arising while the student is in a clinical facility will be treated at the student's expense.

Sigma Theta Tau
Sigma Theta Tau is the International Honor Society for Nursing. The Troy Chapter is Iota Theta. The chapter admits members once a year. BSN and graduate nursing students from all campus sites (Troy, Montgomery, Dothan and Phenix City) are eligible to apply for admission to the Troy Chapter.

Students who wish to apply for membership should: (1) meet specified criteria, (2) make an application for admission, and (3) obtain two recommendations from current members. Application and recommendation forms may be obtained from the faculty. Deadlines for application are usually early in the term.

Specific criteria for a graduate student's application to Sigma Theta Tau includes: (1) completion of at least one-third of the graduate curriculum before applying, and (2) a GPA in graduate courses of at least 3.5   Forms are available on the web site – click on the link for Sigma Theta Tau on the School of Nursing web page or go to http://trojan.troy.edu/healthandhumanservices/nursing/organizations.html .

Student Representation on School of Nursing Committees
Student participation in the governance of Troy University School of Nursing is greatly valued. Graduate students are invited to participate as a student representative on School of Nursing Committees. If you are willing to be considered for appointment as a student representative please notify your advisor.

Textbooks
Textbooks may be purchased from the TROY Bookstores on the Phenix City Campus and the Montgomery Campus. Students may also order their textbooks from various online sources. TROY's eTROY makes textbooks available online at http://bookstore.mbsdirect.net/troy.htm . Book vouchers provided by some financial aid programs can be used at this web site.

Tobacco Free University
Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution.

This new policy, which went into effect on August 13, 2012, prohibits smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

Writing Assistance
Smarthinking® is a resource provided on the login page for Blackboard that offers online tutoring in many areas, including writing. The Writing Center on the Troy campus can assist students who bring papers to the Center for help with writing skills, vocabulary, and articulation. The Writing Center is located in Wright Hall. The telephone number is (334) 670-3305. In addition, many helpful documents are available online at the Writing Center's web site: http://trojan.troy.edu/writingcenter/   Click on *Research and Documentation.*

APPENDICES

APPENDIX A: CRIMINAL BACKGROUND CHECK   (page 1)

Troy University
School of Nursing

Criminal Background Check Policy and Procedure

As a precursor to participating in clinical learning activities, students seeking admission to the clinical nursing sequence of the ASN, BSN, or Graduate Nursing programs are required to have criminal background checks. Students may also be required to have additional checks once enrolled in the program. Certain arrests or convictions, which could jeopardize the health and safety of patients, may render students ineligible for placement in a clinical agency for participation in clinical activities. Eligibility to participate in all clinical activities is required for enrollment in the clinical nursing sequence. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a background check with no adverse finding.

Background Checks upon Admission to the Clinical Nursing Sequence

Students selected for admission to the clinical nursing sequence of the undergraduate or graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Coordinators have been convicted of or have pending a charge that would not acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student.   Confidentiality of the student will be protected.

Procedure for Background Check

Students selected for admission to either the ASN, BSN, or Graduate Nursing program are required to follow the procedure outlined below for the criminal background check.
1. Go to www.certifiedbackground.com and select Troy University School of Nursing. When prompted to enter Package Code, select/enter TR44 "Graduate Programs".
2. Provide the necessary information (i.e. name, date of birth, etc.) to complete the background check
3. Select a method of payment and submit payment to Certified Background
4. Submit password to the Program Coordinator for accessing the criminal background check report

Background Check after Admission

A criminal background for any student enrolled in the clinical nursing sequence of the ASN, BSN, or Graduate Nursing program can be requested by the School of Nursing at any time. Refusal by the student to submit to the check will result in the student's dismissal from the program and the School of Nursing.

APPENDIX A: CRIMINAL BACKGROUND CHECK   (page 2)

Depending upon results of the background check, continued participation in the program will be at the discretion of the Director and Program Coordinators.

Admission/Readmission after an Adverse Criminal Background Check

A student whose admission is withdrawn or who is dismissed from the School of Nursing due to findings from a background check will be considered for readmission on a case basis depending upon the particular situation.

APPENDIX B: DISCLOSURE OF LEGAL CONVICTIONS AND ARRESTS POLICY

Troy University
College of Health and Human Services
School of Nursing

Disclosure of Legal Convictions and Arrests

Students who are admitted to the Troy University School of Nursing must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release relevant information regarding a student's criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions will result in dismissal from the School of Nursing.

Students enrolled in the School of Nursing clinical nursing sequence are subject to background checks. Certain arrests or convictions which could jeopardize the health and safety of patients may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform nursing care for completion of clinical objectives will result in course failure and dismissal from the ASN, BSN, or Graduate Nursing programs. Students must consent to background checks as required by contractual agreements with clinical agencies. These background checks may include:
1) Federal criminal background check
2) State criminal background check
3) Sexual offender check
4) Office of Inspector General check

At such time a nursing student is arrested, the student has 24 hours to report this arrest to the appropriate Program Coordinator. Failure to report the arrest will result in automatic dismissal from the School of Nursing. Students may not report to clinicals until the issue is resolved.

Students in the School of Nursing must comply with the legal, moral and legislative standards in accordance with the Alabama Board of Nursing Administrative Code. A student may be denied permission by the Alabama Board of Nursing to write the licensing examination to become a registered nurse (RN) if he/she has been convicted of a felony.

Approved 5/19/2005
Revised 6/22/2009

Troy University School of Nursing

Disclosure of Legal Convictions and Arrests Statement for Nursing Students

As a precursor to participating in clinical learning activities, nursing students in the School of Nursing at Troy University must have completed and signed this "Disclosure of Legal Convictions and Arrests Statement for Nursing Students" which indicates understanding of the following statements and reporting of legal convictions.

I understand that it is a requirement for students enrolled in the School of Nursing to provide a true and accurate, signed statement indicating any legal convictions including but not limited to legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions.

I understand that history of legal convictions or arrests while enrolled in the School of Nursing may prevent my participation in clinical activities and result in dismissal from the School of Nursing.

I understand that I have 24 hours to report any arrest to the appropriate Program Coordinator and that I will be unable to participate in clinical activities until the issue is resolved.

I further agree to, and hereby authorize, the release of my disclosure of legal convictions and arrests statement to an appropriate representative of the agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

I hereby consent to submit to a criminal background check as required by contractual agreements with clinical agencies.

For each of the statements below indicate your legal convictions by circling the appropriate response.

I *(have been) (have not been)* **convicted of a misdemeanor crime within the last 7 years (repeated misdemeanor convictions). If yes please give date(s) and explanation:**
_____
I *(have been) (have not been)* **convicted of a felony. If yes, please give date(s) and explanation:**
_____
I *(have been) (have not been)* **convicted of a sexual offender crime. If yes, please give date(s) and explanation:**
_____

I *(have been) (have not been)* **sanctioned by the Office of the Inspector General (OIG). If yes, please give date(s) and explanation:** _____

(Additional explanation information may be provided on the reverse side.)

I do hereby swear or affirm that I have read and understand the requirements of this policy, I have reported true and accurate information regarding legal convictions, and I will comply with the requirements of this policy.

Date: _____

Student Printed Name: _____

Student Signature: _____
(This signed copy is to be given to the Program Coordinator.)

APPENDIX C: CORE PERFORMANCE STANDARDS

CORE PERFORMANCE STANDARDS
(Abilities needed by the nursing student to meet program objectives and requirements)

Issue	Standard
Critical Thinking	Critical thinking ability sufficient for clinical judgment.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. *Proficiency in use of English language is sufficient for written and oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing.)*
Mobility	Physical abilities sufficient to move from room to room and maneuver in small places.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.
Hearing	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.
Tactile	Tactile ability sufficient for physical assessment.

The above statement of criteria is not intended as a complete listing of nursing practice behaviors, but is a sampling of the types of abilities needed by the nursing student to meet program objectives and requirements. The School of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The School of Nursing reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

Students who are unable to meet core performance standards cannot meet objectives for clinical courses; therefore, cannot meet course requirements. Students must withdraw from the program and may apply for readmission at such time that he/she is able to meet the core performance standards required for the practice of nursing.

If you are unable to fully meet any criterion, you will need to make an appointment with the Coordinator of your program.

I have read and I understand the above Core Performance Standards. To the best of my knowledge, I am able to fully meet all these criteria.

_____   _____   _____
Date   Signature   ID Number

Amended 2/1/06, 8/2/06, 11/20/06   _____
                                                                   Print Name

APPENDIX D: STANDARDS OF CONDUCT

STANDARDS OF CONDUCT

Cheating, Plagiarism & Falsification of Patient Information Policy

It is a requirement that each student review the "Standards of Conduct" published in the *Oracle* (Troy University Student Handbook). Be aware that students will be held accountable for these provisions.

The "Standards of Conduct" are applicable to behavior of students on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the "Standards of Conduct", for the commission of or the attempt to commit various offenses. This includes dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University or faculty.

There will be no toleration for dishonesty or furnishing false information to the faculty in any course. The student will be suspended from the School of Nursing program track and receive a grade of "F" for such offenses in the specific course involved and a grade of "I" (incomplete) in other courses in which he/she is enrolled at that time. The student will be eligible for consideration for readmission as noted in the Graduate School catalog.   If readmitted, the student will be allowed to clear the incomplete grades.

Faculty have full control of their courses and approval of any student activities must be done through the faculty prior to the activity being done by the student.

In addition, there will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of that particular student. This also includes giving false information to the faculty about a student's clinical activities, i.e., patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course, up to and including suspension or expulsion. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity, up to and including suspension or expulsion. These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

APPENDIX E: VERIFICATION OF ANNUAL PHYSICAL EXAM

NOTE: *The use of white-out@ or other correction fluid is not acceptable on this form.*

VERIFICATION OF ANNUAL PHYSICAL EXAMINATION

I certify that of this date, _____ , I have examined

_____ and found this person to be free of

communicable diseases and physically able to carry out nursing functions in a clinical setting.

*Tuberculin skin test within last 12 months _____
                                                                    (Date)

Results: _____

*<u>If TB skin test results were positive</u>, a chest x-ray will be required at the time of admission to clinical nursing courses, and every two years thereafter. If TB skin test results were positive, another TB skin test is not required.

Chest x-ray date: _____

Current Health Problems: _____

_____

Signature

Name of Physician *or* Qualified RN (i.e.,
Certified Nurse Practitioner or Employee
Health Nurse)

Address:

NOTE:

The School of Nursing requires that the physical include a tuberculin skin test or chest x-ray. The School of Nursing should be notified if findings represent a hazard to clients with whom the student would come in contact. Providing any false information will be grounds for denial of admission to the program or grounds for dismissal.

APPENDIX F: HEPATITIS B VACCINATION VERIFICATION FORM

HEPATITIS B VACCINATION VERIFICATION

Please read the following carefully and provide all the information requested. When the form is completed, please return to your respective School of Nursing Program Director.

****

I understand that I must have three doses of the Hepatitis B vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, and Chancellor, Board of Directors, and all employees of Troy University of and from legal and financial responsibilities in the event I contract Hepatitis-B or experience any side effect from having received the vaccine while a student/faculty at Troy University.

<u>Date Vaccinated</u>   <u>Lot #</u>

_____   (1) _____   _____   _____
Date/Time

_____   (2) _____   _____   _____
Date/Time

_____   (3) _____   _____   _____
Date/Time

I signify by my signature below that the above information is true and accurate.

_____   _____
Signature of Person Receiving Vaccine   Date

_____
Social Security Number

> Documentation from you physician will be necessary if you have a medical contraindication for receiving this vaccine. This documentation must be on physician's letterhead.

APPENDIX G: OSHA TRAINING VERIFICATION FORM

**TROY UNIVERSITY SCHOOL OF NURSING
STUDENT TRAINING CONTRACT
OSHA BLOODBORNE PATHOGEN
STANDARD INFECTION CONTROL PROGRAM**

I, _____ verify that I have received training on the

OSHA Bloodborne Pathogen Standard on _____ (insert date).

Training Information was provided on the following:

    1.   Purpose and requirements of the OSHA Bloodborne Pathogens Standard

    2.   Epidemiology, symptoms, and modes of transmission of HBV and HIV

    3.   Infection Control

    4.   Universal Precautions

    5.   Personal Protective Equipment

    6.   Engineering and Work Practice Controls

    7.   Hepatitis B vaccine

I was provided the opportunity to ask questions.

_____   _____
Student Signature   Social Security #

Trainer's Signature: _____

                             _____
                     Title

APPENDIX H: HEALTH INSURANCE VERIFICATION

Troy University
School of Nursing

Health Insurance Verification

I hereby declare that I have current health care insurance that is valid in Alabama. The

health care insurance company with which I have coverage is

_____

The contract number of my health care insurance is:

_____

Student Name: (Print)   _____

Student Signature: _____

Date: _____

This form must be submitted each term you are enrolled in a clinical nursing course.

NOTE: Falsifying information on this form may result in dismissal from the School of Nursing.

APPENDIX I: DRUG SCREEN POLICY AND PROCEDURE (page 1)

Troy University
School of Nursing
Drug Screen Policy and Procedure

The purposes of the School of Nursing Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the Troy University Oracle Student Handbook and the Troy University Faculty Handbook. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing either the medical office of Dr. Peter DiChiara or LabCorp Laboratories to collect and test body fluids for the presence of illicit drugs and verify results through Dr. Peter DiChiara or **CertifiedBackground.com.**, respectively. In addition to initial screening that will occur when the student is admitted to the School of Nursing, students may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the School of Nursing director, appropriate program coordinator, and clinical faculty of the student's clinical courses notified.

In the event that a student is suspected of illicit use of substances while participating in clinical practicums, the coordinator of the program must be notified immediately and the behavior indicating that a student may be under the influence of drugs must be validated by two professional persons (faculty, nurses, physicians, etc.). The suspected individual will be asked to have a drug screen done immediately at his/her own expense and to have a report sent to the program coordinator as soon as possible (within 24 hours). The person will be dismissed from all School of Nursing activities until the issue is resolved. Permission to make up work, such as clinical experiences, will be granted based on the drug screen report. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up clinical practicums. If the test is positive for the use of medication that has not been prescribed for the student, the student will not be allowed to make up clinical practicums.

Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted.

Students who test positive for one or more illicit drugs may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Students who test positive for illicit drugs (in their first drug screen required by Troy University School of Nursing) are notified by their program coordinator. If the student denies having used an illicit drug, the student will be given the option of re-testing at his/her expense within the following 24 hours of the notification – the student must provide proof of the date and time of the drug screen re-test to the program coordinator HOWEVER, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN A CLINICAL EXPERIENCE AT ANY TIME A DRUG SCREEN RESULT IS POSITIVE! If the second drug screen is also positive, the student must withdraw from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If the student is readmitted and tests positive for substance abuse a second time, the student is not eligible for continuation or readmission to the School of Nursing. If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, BUT THE STUDENT WILL BE REQUIRED TO HAVE AT LEAST ONE RANDOM DRUG SCREEN AT HIS/HER EXPENSE DURING THE TIME HE/SHE CONTINUES IN THE NURSING PROGRAM. (This random drug screen will be at a time determined by the student's instructor/program coordinator, and proof that the drug screen was conducted within 24 hours of written notification to the student must be submitted to the program coordinator within the 24 hours.) If the random drug screen is positive, the student must withdraw from the nursing program, and he/she is not eligible for continuation or readmission to the School of Nursing.

If a student tests positive for a prescribed drug, the student must contact the (Medical Review Officer) University physician and the physician must give the student approval to practice in the clinical area and the physician will notify the School of Nursing director. All test results will be filed in the School of Nursing and shall remain confidential.

<u>Procedure</u>

1. Students will be notified by the School of Nursing in advance of the date and time for the initial screening.

2. Students will be required to sign a consent form allowing testing of body fluids for illicit drug content. The consent form will be filed in the School of Nursing.

3. LabCorp Laboratories (www.labcorp.com) is the approved lab for processing School of Nursing drug screens.

Package code: ro72

Students on all campuses must go to a LabCorp Laboratory(www.labcorp.com lists location of labs) for drug testing before attending their first clinical practicums (a deadline date will be announced by the faculty member.) **Before** going to a LabCorp office, students **must** go online to www.CertifiedBackground.com and click on "Students". In the Package Code box, students must enter the package code **above** and select a method of payment and pay the fee for drug testing. After paying for the drug test, the student will receive an email from LabCorp with the specimen ID number.   The student must take this number to LabCorp and have the drug test done. Advance payment is required through Certified Background before completing the drug test at a LabCorp Laboratory.

Revised 12-04-02, 04-16-04, 06-09-04, 07-15-05, 08-02-06, 06-22-09, 07-01-13

Student Nurse Drug Screening Policy and Procedure Agreement

I have read, understand, and agree to the Troy University School of Nursing Substance Abuse, Drug Screen, Policy and Procedure. I hereby release Troy University, Troy University School of Nursing, CertifiedBackground.com, and LabCorp Laboratories from any claim in connection with the Drug Screen Policy and Procedure.

I understand that should any legal action be taken as a result of the Drug Screen Policy and Procedure, that confidentiality can no longer be maintained.

I hereby consent to submit to a urinalysis and/or other tests as shall be determined by the Troy University physician in preparation for participation in clinical practicums for the purpose of determining substance use.

I agree that specimens for the tests will be collected by employees of LabCorp Laboratories and that LabCorp Laboratories will analyze the specimens.

I further agree to, and hereby authorize, the release of the results of said tests to the Director of the School of Nursing and to the Program Coordinator (ASN, BSN, MSN or DNP).

I understand that the current use of drugs and/or alcohol shall prohibit me from participating in clinical practicums. I understand that clinical practicum courses are required in order to graduate from the nursing programs at Troy University. I further understand that I will be subject to the same rules as the health care employees in the facilities where I will be participating in clinical practicums. I understand that prior to participation in clinical practicums, I must submit to a drug screen by LabCorp and provide a certified negative result to the program (ASN, BSN, MSN, DNP) in which I am enrolled.

I further understand that if I fail to provide such a certified negative drug result I will be unable to participate in the clinical portion of the School of Nursing program in which I am enrolled.

I further understand that in addition to initial screening that will occur when I am admitted to the School of Nursing, I am subject to testing for cause should I exhibit signs/symptoms of substance abuse (such as slurred speech, impaired physical coordination, inappropriate behavior, pupillary changes, or other signs/symptoms).

I further agree to hold harmless Troy University, Troy University School of Nursing, CertifiedBackground.com, LabCorp Laboratories and the MRO from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical practicums.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document.

A copy of this signed and dated document will constitute my consent for Certified Background.com and LabCorp Laboratories to perform the drug screen and to release the results of any drug screen to Troy University. I direct that LabCorp hereby release the results to Troy University.

Signature	Printed Name	Date

Witness' Signature	Printed Name	Date

APPENDIX J: HIPAA INFORMATION

HIPAA
(Health Information Portability and Accountability Act)

This legislation was designed to protect the rights of individuals related to continuity of healthcare coverage. Congress wanted to protect healthcare coverage for employees who change jobs and allow them to carry their existing plans with them to new jobs.

There are three major components of the HIPAA legislation. One of the components that is applicable to students during clinical experiences is related to protection of patient privacy. HIPAA regulations require providers to protect patient confidentiality in all forms – oral, written, and electronic.

Under HIPAA regulations you can only discuss patient information if it is directly related to treatment and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Many healthcare workers have been far too willing to talk casually about their patients without thinking how this violates their confidentiality.

There are now stricter rules covering conversation and whom you can talk to about patient information. This may involve lowering your voice levels so you are not overheard discussing patient information.

HIPAA regulations provide serious civil and criminal penalties for violation. Civil penalties can run as high as $25,000 per violation. Even unintentional disclosure can involve serious penalties, so it is crucial that all healthcare workers learn their HIPAA responsibilities and make them a part of their daily practice.

Remember that the rules came about in the first place because of casual breaches of confidentiality, many of which have occurred in public or semi-public areas, such as lunchrooms, restaurants, elevators, and parking lots. These HIPAA privacy requirements apply just as much outside your institution, as they do within the institution.

Remember, follow the HIPAA policy of the institution in which you are performing your clinical experience!!

Adopted from: Mecom Trainex HIPAA – A Guide for Healthcare Workers, 2003.

HIPAA (Health Information Portability and Accountability Act)
TRAINING VERIFICATION FORM

I, _____ verify that I have received training in HIPAA on _____
    Print name   Date

Training was provided on the following:

1.   Legal and ethical duties of caregiver regarding confidentiality.

2.   Overview of the Health Information Portability and Accountability Act.

3.   Effective techniques for maintaining confidentiality.

4.   Legal ramifications of breach of confidentiality.

I was provided the opportunity to ask questions.

_____   _____
Date   Signature of Student

_____   _____
Date   Signature of Trainer or TROY faculty

APPENDIX K:

Permission to Release Records from School of Nursing Files

My signature below authorizes the Troy University School of Nursing to release information and data found in my School of Nursing files to approved TROY School of Nursing clinical agencies. This authorization for release of information is for the purpose of meeting clinical agency requirements for participation in clinical experiences.

In addition, I authorize Troy University School of Nursing to release information and data found in my School of Nursing files to any prospective employer or his designated representative or to an educational institution in writing, in person, or by telephone upon my written request. This authorization for release of information is for the purpose of my obtaining employment or further education, and I fully understand the necessity of a potential employer or school official having access to this information.

_____
Print Name

_____   _____
Signature   Date

APPENDIX L: TROY EMAIL POLICY

TROY E-mail Policy

All University official communications with the student will be provided through the Trojan E-mail address that is assigned to the student. All official information, (including but not limited to, student billing, faculty-student communications, registration changes, financial aid information and the like), sent to this email address will constitute official notice. The University accepts no responsibility for any forwarding of e-mail that the student may choose from their official Trojan E-mail account. The University is only responsible for ensuring the e-mail gets the student's e-mail account maintained by the University. All students are responsible for monitoring their Trojan E-mail account frequently. Students can access their e-mail by visiting www.troy.edu and selecting the Trojan E-Mail link.

Using Troy E-Mail

Troy University students are required to use their Troy University email account for all official correspondence, such as related to courses, faculty-student communication, etc. There is no additional charge for this email account. All official University communications with TROY students will be sent through the TROY email accounts.

NOTE SENT TO ALL TROY STUDENTS ABOUT THEIR TROY EMAIL ACCOUNTS:
Only your TROY email address will work in Blackboard. If you try to change this email account it will automatically revert back to your troy.edu account when the daily Bb updates are performed. It is important that you begin using your troy.edu email account NOW.

HOW TO USE YOUR TROY EMAIL ACCOUNT:

➢ Email accounts use the same UserID currently used by the students on Trojan Web Express and Blackboard.

➢ If a student needs to request their UserID for Trojan Web Express, they can do so by going to the following link www.troy.edu

   ■ Click on Trojan Web Express on the left hand side of the page

   ■ Click on Continue to Trojan Web Express → then click on Students → and then on what's my User ID?

   ■ Once the student has their UserID, they can return to www.troy.edu and click on Trojan E-mail on the bottom left of the screen.

   ■ The UserID will be entered along with the student's 8-digit birth date (01/01/1927) for Jan. 1st, 1927.

   ■ At that point the student will be successfully logged into their new Trojan email account. In order to ensure the integrity and security of your Trojan email account the university strongly recommends that you change your password after having first logged on. The change password option is listed on the left side of your screen. Also, you may want to reference the IT student email support page at the following link: http://it.troy.edu/services-support/email/index.html. Troy University does not record email passwords and cannot help you if your password is forgotten.

➢ **Routinely check your troy.edu email account for official communications** from the university, your instructor, or other university constituents.

➢ **Check your email quota (green bar along the top of the email page) to ensure you have not reached the quota.** You may reduce the quota by deleting emails from your inbox and then "Emptying Trash" often. If the quota says 90 % you will need to reduce the quota immediately.

➢ Create your Profile. After you log in to your Troy email click the Preference link.

   o Enter your name in the first text box. This is the name that will show up on all your emails to faculty, friends, and all other correspondence.

   o Enter your Troy University email address in the 'reply to' box. When you send emails to people and they reply, this is the address that their reply will come to. Your email address is your username@troy.edu (example alspurlock@troy.edu or cdgodwin@troy.edu   or jsmith34512@troy.edu).

- o Skip down a few lines to the area concerning Reply: choose the middle option, 'include original inline'. When you reply to another person's email, what they just wrote to you will be in your email message. This is really helpful, especially when someone is replying to a question – it helps them remember what the question was!

- o Optional: Signature – This is an automated signature that you can add to messages if you would like. This can be your name, contact information – anything. Create a signature, and choose the 'yes' option to include your signature in your email messages. You can always come back and change your signature options.

- o Optional: Mode – you can change the look of your email window by selecting one of the options; the default is frames – the one in the middle. The left one is plainer (and faster to open) and puts all links at the top of the screen. The one on the right is fancier…try different ones until you find one you like best.

- o Time Zone: We are in the GMT 05:00 American/Chicago time zone. Be sure you select the correct time zone.

➢ REMEMBER: Your email address is username@troy.edu.

Revised: July 2008

APPENDIX M:
GRADE APPEAL FOR GRADUATE PROGRAM

The graduate nursing program adheres to the policy and procedures for grade appeals given in the

Graduate Catalog available at http://trojan.troy.edu/catalogs/1314graduate/index.html in the "General

Regulations" section.   As stated in the policy,

> "Students may not appeal grades based on allegations concerning the competence of a
> faculty member, the fairness of examinations, the difficulty of a course, or other matters of a
> purely academic nature. Grades for individual assignments and exams may not be
> appealed.
>
> While it is recognized that faculty hold the right and responsibility to grant a grade, a
> student who receives a course grade that he or she believes to be unwarranted for reasons
> other than those listed above may appeal that grade using these stated procedures".

Course grades may be appealed, according to the procedure and timeline described in the

Graduate Catalog.   The first step of the procedure is to appeal the grade to the instructor.

APPENDIX N: Guide to Scholarly Writing (page 1)

Troy University School of Nursing

Graduate Guide for Scholarly Writing (APA 6th ed.)

      This guide is to assist the graduate student in utilizing the American Psychological Association (APA) format and writing in a professional style. It is not meant to replace the APA publication manual. The focus of this guide is to help the graduate student in areas students have historically had difficulty. For additional assistance, the student is directed to the Writing Center's online handouts at http://trojan.troy.edu/writingcenter/index.html. **Students are expected to use the <u>sixth</u> edition APA publication manual,** second printing or later, published October 2009**.***

Solutions for problem areas:

1.   **Paraphrase** information , and **avoid long quotes**. This will require time and effort. Do not plagiarize or self-plagiarize. [see pp. 15-16, 170-173.]

2.   **Paragraphs that are paraphrased from one reference** require only one citation at the end of the paragraph.

3.   As a general rule, **direct quotes comprise 10% or less** of a professional paper.

4.   For an example of a **title page**, see pp. 41. For a description see page 229.

5.   For correct use of **headings**: see pages 62-63. The major sections of a paper usually serve as Level   1 headings.

6.   Use a **running head** with page numbers [page 229]. To insert a running head, use the "header" function in Microsoft Word.

7.   Students are responsible for **proofreading the final draft** of the paper. Students must use the software required by the Troy University School of Nursing. Other software frequently changes the format resulting in incorrect formatting.

     Software: Word processing software compatible with Microsoft Office 97 or Office 2000 and Acrobat Reader (downloadable free from internet). Students with Microsoft Vista often have Microsoft Office 2007. Documents created in Office 2007 must be "down-saved" to Word 97-2003 file type (click on down arrow on *Save As File Type* line, select Word 97-2003) prior to submission to faculty.

8.   **The formal papers, required in graduate courses, must be written using professional resources for references,** such as professional journals, professional books and professional or government web sites such as American Nurses Association, National Institute of Health, and Healthy People 2010. Usually personal or public web sites, special interest websites, newspapers, or magazines are not considered professional publications and may not be used without special permission from the instructor. Wikipedia is NOT an acceptable resource.

9.   **Every citation in the body of the paper must have a corresponding reference listed on the reference list**, except personal communication from an expert. See pages 174-179.

10.   **Every reference in the reference list must be cited in the body of the paper**. See pages 180-205+.

11.   For correct use of **et al**. see pages 108 and 175.

12.   For correct use of **abbreviations.** see pages 106-111.

13.   APA recommends **not using third person**, see page 69.

14.   For correct use of **numbers** see pages 111-112.

15.   **Electronic references**. Students are reminded to refer to the APA textbook for other
        types of electronic references. [see pages 187-192]. Use the "doi" (digital object image)
        if available. If no doi has been assigned, provide the home page URL of the journal or of
        the book or report publisher. Always check URLs to make sure the links are correct prior
        to submitting the paper.

Examples of Electronic Resources:

American Heart Association. (2002). *ATP III Final Report: Rationale for intervention*.

    http://circ.ahajournals.org/cgi/content/full/106/25/3163?maxtoshow=&HITS=10&.

Bedinghaus, J., Leshan, L., & Diehr, S. (2001). Coronary artery disease prevention: What's different for

    women? *American Family Physician, 63*(7), 1393-1400.

Eaton, S., Brent, S., Shah, N. & Masters, G. (2008). Expenditure on diabetes treatments and

    achievement of glycaemic control: retrospective analysis. *Diabetic Medicine*, *25,* 738-742.

    doi: 10.1111/j.1464-5491.2008.02429.x

Keely, E., Malcolm, J., Hadjiyannakis, S., Gaboury, I., Lough, G., & Lawson, M. (2008).

    Prevalence of metabolic markers of insulin resistance in offspring of gestational diabetes

    pregnancies. *Pediatric Diabetes, 9,* 53–59. doi: 10.1111/j.1399-5448.2007.00258.x

Sharp, D., Santos, L., & Cruz, M. (2009). Fatty liver in adolescents on the U.S.-Mexico border.

    Journal of the American Academy of Nurse Practitioners, 21, 225-230*.*

    doi: 10.1111/j.1745-7599.2009.00397.x

United States Department of Health and Human Services. (2000). *Healthy People 2010:Understanding and*

    Improving Health (2nd ed.). Washington, DC: U.S. Government Printing Office.

United States Department of Health and Human Services. (2005). *Healthy People 2010: The cornerstone*

    for prevention. http://www.healthypeople.gov/Publications/

APPENDIX O: PRECEPTOR INFORMATION FORM (FNP)

Troy University
Preceptor Information Form (FNP)

Students: Please complete *entirely* and return to your instructor. This form will **_not_** be processed if not complete. Please be sure to *print* all information.

Course Number: _____ NSG 6613 Advanced Health Assessment Preceptorship
(Check one)   _____ NSG 6666 Primary Care I Preceptorship
                 _____ NSG 6668 Primary Care II Preceptorship
                 _____ NSG 6680 FNP Internship

Semester/Year: Fall _____   Spring _____   Summer _____

Student Name: _____ @ _____
                                                                    email address
Phone: Work (   ) _____ Home (   ) _____Cell (   ) _____

Agency Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ @ _____
                                                                    email address
Title: _____Phone: _____

Preceptor: _____ @ _____
                                                                    email address
Title: _____Phone: _____

Preceptor Unit: _____

Instructor: _____   Approval: _____

Office Use Only
Received:
Letter Sent:
Agency Agreement Received:

APPENDIX P: PRECEPTOR INFORMATION FORM (PM-DNP)

Troy University
Preceptor Information Form (Synthesis Courses)

Students: Please complete *entirely* and return to your instructor. This form will **_not_** be processed if not complete. Please be sure to *print* all information.

Course Number: _____   NSG 8810: DNP Synthesis I: Project Identification
(Check one)   _____   NSG 8820: DNP Synthesis II: Project Development
                   _____   NSG 8830: DNP Synthesis III: Project Implementation
                   _____   NSG 8840: DNP Synthesis IV: Project Evaluation

Semester/Year: Fall _____   Spring _____   Summer _____

Student Name: _____ @ _____
                                                                       email address
Phone: Work (   ) _____   Home (   ) _____ Cell (   ) _____

Agency Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ @ _____
                                                                       email address
Title: _____ Phone: _____

Preceptor: _____ @ _____
                                                                    email address
Title: _____ Phone: _____

Preceptor Unit: _____

Instructor: _____   Approval: _____

Office Use Only

Received:

Letter Sent:

Agency Agreement Received:

APPENDIX Q: DNP Synthesis Project Committee Form

Troy University School of Nursing
Graduate Nursing Program
Doctor of Nursing Practice

Name of Student: _____

The DSP Committee is composed of a student's Project Chair, and at least one other faculty member. It is the responsibility of this committee to guide a student in planning the Project Proposal, which will serve as the blueprint for the student's project. The committee also will review, suggest revisions, and approve the Project Proposal. The Committee and Project Chair must approve the Project Proposal before it is submitted to the Dean. The committee will also guide the student throughout the implementation, evaluation and dissemination portions of the Project.

I request the following individuals listed below to serve on my DNP Project Advisory Committee.

_____ _____ _____
     Printed Name, **Student**   Signature   Date

If you are willing to serve on the Committee indicated above, please sign as indicated below.

_____ _____ _____
     Printed Name, **Chair**   Signature   Date

_____ _____ _____
     Printed Name, **Member**   Signature   Date

_____ _____ _____
     Printed Name, **Member**   Signature   Date

_____   _____
DNP Program Coordinator   Date

(Return signed form to DNP Program Coordinator for student's file).

APPENDIX R: DNP Synthesis Project Committee Meeting Form

Student: _____   Project Chair: _____

Date of Meeting: _____

Advisory Committee Members Attending:

_____   _____

_____   _____

Outline (filled out prior to meeting):

Minutes of Meeting:

AGENDA ITEM	DECISION	PERSON RESPONSIBLE	DEADLINE
OLD BUSINESS			
NEW BUSINESS	DECISION	PERSON RESPONSIBLE	DEADLINE
AGENDA ITEM			

_____   _____
        Recorder (Student)   Date

Submit copies to Chair and committee members**.**

APPENDIX S: Synthesis Project Proposal Form

The student's DNP Project Advisory Committee will evaluate the proposal.

Title _____

Student _____

Date _____

	Satisfactory as Presented	Satisfactory with Following Recommendations for Change (enter specific comments)	Unsatisfactory (must provide comments)
BACKGROUND AND LITERATURE			
Introduction and Problem			
Background and significance			
Literature is in-depth and reflects synthesis of the information			
Evaluation of evidence is thorough and supports need for project			
PROJECT PLAN and METHODS			
Purpose is clearly stated and realistic			
Sample and setting are appropriate and feasible			
Plan is clearly stated and in detail			
Goals and objectives outlined			
Objectives stated in feasible and measurable terms supported by rationale			
Methods (Including sample and Procedures) are outlined and appropriate			
Data Collection tools valid, reliable and related to project objectives			
Clear, feasible timeline for project completion			
BUDGET/RESOURCE			
Resource adequate to meet objectives			
Provide rationale for expenditures			

Describes funding sources as appropriate			
EVALUATION			
Evaluation measures linked to objectives			
Plan for formative (process) evaluation outlined			
Plan for final summative (outcome) evaluation outlined			
DISSEMINATION OF INFORMATION			
Venue of dissemination identified			

Evaluation of Proposal   **_____   Approved as Presented**

                              _____   Approved with Recommendations

                              _____   Not Approved

Additional Comments: (add pages as necessary)

_____ _____   _____ _____
Signature, **Chair**   Date   Signature, **Student**   Date

_____ _____   _____ _____
 Signature, **Member**   Date   Signature, **Member**   Date

APPENDIX T: Initial Competency Evaluation Form

IINITIAL COMPETENCY EVALUATION FORM

Name of Student: _____

Date and Time: _____

Place of Examination: _____

Proposed Title of Project

_____

_____

Results of Evaluation: □ **Pass**   □ **Not Pass**

Evaluation Remarks:

_____

_____

_____

<u>Project Committee</u>:

_____	_____	_____
Printed Name, **Chair**	Signature	Date
_____	_____	_____
Printed Name, **Member**	Signature	Date
_____	_____	_____
Printed Name, **Member**	Signature	Date
_____	_____	_____
Printed Name, **Student**	Signature	Date

_____   _____
DNP Program Coordinator   Date

(Return signed form to DNP Program Coordinator for student's file)

APPENDIX U: Final Competency Evaluation Form

TITLE IN CAPS

Submitted by Nancy Student in partial fulfillment of the requirements
for the degree of Doctor of Nursing Practice
in the Graduate School of
Troy University

Accepted on behalf of the Faculty of the Graduate School by the DNP Synthesis project committee:

_____   _____

Chair Name, DSN, RN   Date
Chair

_____

Member Name, Ph.D., RN

_____

Amy Spurlock, Ph.D., RN
DNP Program Coordinator

_____

Diane Weed, Ph.D., RN
Director of School of Nursing

_____

Mark Tillman, Ph.D.
Interim Dean of the College of Health & Human Services

_____   _____

Dianne Barron, Ed.D.   Date
Associate Provost and
Dean of the Graduate School

MAY, 2015

APPENDIX V:

Verification of Post-Baccalaureate Clinical and Practice Hours

DNP Post Masters Student: Forward this form to the program director of the advanced practice program(s) that you completed. Ask the program director to complete the form, sign, and return to you. FAX the completed form to Dr. Amy Spurlock at (334) 670-3744. Duplicate form as needed. Document may be scanned and emailed to alspurlock@troy.edu .

Name: _____ SSN: _____
   (Print)   Last   First   Middle   or Student ID:_____

<u>I give permission for this information to be released to Troy University:</u>

   Student signature: _____ Date: _____

1. Name of University: _____

    Program Name: _____

    University Address: _____
                        Street/Box Number   City   State   Zip

    University Telephone: (   ) _____

2. Type of Degree Received:

    _____   Master of Science in Nursing Program

    _____   Post Master's Certificate Program

3. Area of Concentration: _____

4. Date of Program Completion: _____

5. Total number of Clinical Practice Hours in Program _____
                                                        Clock hours

6. Your signature on this form attests that the above named individual has completed the program indicated on this document.

Program Director (Print Name): _____

Program Director Signature: _____ Date: _____

APPENDIX W:

Electronic Device Use Policy

I, _____, understand that use of electronic devices in the clinical setting is for learning experience and health care reference only and not for personal use.

   The following limitations apply:

       1) Use is limited to study or conference rooms to avoid the appearance of personal use

       2) The audio or visual recording of any individual, form, record, or parts of the environment is strictly prohibited, unless specifically directed by course requirements.

       3) Posting or sharing of **any** information related to clinical or classroom experience on any social networking sites is strictly prohibited.

Violation of these limitations will result in disciplinary action up to and including program dismissal as well as possible referral for HIPAA violations.

_____   _____
Student's Name (Print)   Date

_____   _____
Signature of Student   Date

_____   _____
Signature of Witness   Date