# WHERE TO GO FOR INFORMATION

<table>
<thead>
<tr>
<th><strong>ACADEMIC &amp; CAREER ADVISMENT CENTER</strong></th>
<th><strong>NMU HEALTH CENTER</strong></th>
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<tbody>
<tr>
<td>3302 Hedgcock</td>
<td>Gries Hall, Ground Floor</td>
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<td>227-2971</td>
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<tr>
<th><strong>ADMISSIONS (Undergraduate)</strong></th>
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<tr>
<td>2212 Hedgcock</td>
<td>116 Learning Resources Center Computing Lab</td>
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<tr>
<td>227-2650</td>
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<th><strong>HOUSING</strong></th>
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<tr>
<td>Public Safety, 102 Services Building</td>
<td>3502 Hedgcock</td>
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<td>227-1476</td>
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<tr>
<th><strong>BOOKSTORE</strong></th>
<th><strong>ID CARDS - WILDCAT EXPRESS CENTER</strong></th>
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<tr>
<td>University Center</td>
<td>1227 University Center</td>
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<tr>
<td>227-2480 or 888-458-8668</td>
<td>227-1686</td>
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| **CITE – Center For Instructional Technology In Education,** | **CAREER SERVICES** |
| LRC – First Floor                                      | 3302.3 Hedgcock |
| 227-cite (2483)                                        | 227-2800       |
| [http://www.nmu.edu/careers](http://www.nmu.edu/careers) | [http://www.nmu.edu/careers](http://www.nmu.edu/careers) |

| **CHILD CARE INFORMATION** | **INCLEMENT WEATHER LINE** |
| Office of the Dean of Students, 2001 Hedgcock, 227-1700 | 100 Services Building |
| 227-2980 | 227-BRRR (2777) |

| **COUNSELING CENTER** | **INFORMATION – CAMPUS OPERATOR** |
| 3405 Hedgcock | From On-campus: Dial 0 |
| 227-2980 | From Off-Campus: Dial 227-1000 |

| **DEAN OF STUDENTS OFFICE** | **LIBRARY (Olson Library)** |
| 2001 Hedgcock | Learning Resources Center |
| 227-1700 | 227-2260 |
| [http://www.nmu.edu/dso](http://www.nmu.edu/dso) | [http://library.nmu.edu/](http://library.nmu.edu/) |

| **DISABILITY SERVICES** | **RECORDS OFFICE** |
| Office of Dean of Students, 2001 Hedgcock | 2202 Hedgcock |
| 227-1700 | 227-2278 |

| **MULTICULTURAL EDUCATION AND RESOURCE CENTER** | **REGISTRATION** |
| 3001 Hedgcock | 2202 Hedgcock |
| 227-1554 | 227-2278 |

| **EMERGENCIES OR AMBULANCE** | **RETTIG NURSING TECHNOLOGY CENTER (NTC)** |
| Dial 911 | 1609 West Science |
|          | 227-2615 |

| **FINANCIAL AID** | **SCHOOL OF NURSING** |
| 2107 Hedgcock | 2301 New Science Facility |
| 227-2327 | BSN - 227-2833; MSN – 227-2834 |

| **OFFICE OF GRADUATE EDUCATION AND RESEARCH** | |
| 401 Cohodas | |
| 227-2300 | |
| [http://www.nmu.edu/graduate_studies/](http://www.nmu.edu/graduate_studies/) | |
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SCHOOL OF NURSING PHILOSOPHY

The faculty at the NMU School of Nursing have the responsibility of implementing three major functions of the university, which are teaching, scholarship, and service. The faculty believe that in a dynamic society, education for membership in a profession includes not only development of competence, but also socialization as responsible citizens in a global environment. The faculty expresses this belief through teaching theory and evidence-based nursing and instilling in students a sense of service to the community and society.

The faculty believe that professional practice requires a liberal education. The university provides an environment of academic inquiry in which students are grounded in the arts, sciences, and humanities. This liberal education provides a common body of knowledge upon which the nursing curricula continue to develop the student’s ability to think critically, intervene therapeutically, communicate effectively, and understand the value and ethics which are foundational to professional practice. The baccalaureate degree provides the foundation for entry into professional nursing practice and readies the student for further study at the graduate level. The graduate degree builds on the undergraduate education and prepares practitioners to function in advance practice nursing roles.

The faculty view learning as an active, continuous, cooperative, and developmental process that is reciprocal between the learner and teacher. Caring is the foundation of the teaching-learning process. The learner is actively engaged, and a self-directed participant in the teaching-learning process, demonstrating accountability, integrity, and a quest for learning. The teacher serves as a resource person, guiding and facilitating the learning process in an environment in which the learner has the opportunity to integrate knowledge, skills, values, beliefs, and self-awareness. Learning is recognized as a life-long process of continuous improvement and growth.

The faculty supports adherence to professional nursing standards to provide curricular guidance for the preparation of professional and advanced practice nurses. The curricula foster the development of graduates who think critically, make evidence-based decisions, communicate effectively, advocate for high quality and cost-effective care, and practice competently and compassionately. Leadership and management skills are essential to respond to the clinical, organizational, technological, and fiscal challenges inherent in a rapidly changing practice environment.
SCHOOL OF NURSING MISSION STATEMENT

The primary mission of the school of nursing is to educate professional nurses who are caring, competent and qualified to practice with diverse populations in constantly changing environments.

Graduate Program Mission Statement

The primary mission of the graduate nursing program at Northern Michigan University is the preparation of advanced practice nurses who are caring, competent, and qualified to practice in constantly changing practice environments and with diverse populations. The mission will be accomplished through achievement of the purposes of the Doctorate in Nursing Practice program which are listed below:

- To prepare baccalaureate and master’s prepared nurses to assume leadership roles in the community and to function as positive change agents in the transformation of health care.
- To prepare baccalaureate and master’s prepared nurses to critically appraise and translate research evidence into practice.
- To prepare baccalaureate and master’s prepared nurses with advanced practice nursing skills that will enable the graduate to positively influence health outcomes for diverse populations in rural settings.
DNP PROGRAM DESCRIPTION
The School of Nursing at Northern Michigan University provides a program of graduate study that leads to a Doctorate in Nursing Practice (DNP) with specialization as a Family Nurse Practitioner (FNP). The Doctor of Nursing Practice degree prepares graduates to provide the most advanced level of nursing care for individuals, families, groups, and communities. This includes the direct care of individual patients, management of care for individuals and populations, administration of nursing systems, and the development and implementation of health policy.

The DNP program provides Baccalaureate prepared Registered Nurses (BSN) and Master’s prepared Registered Nurses (MSN) with the advanced knowledge and clinical skills to serve as change agents through system redesign and evidence based decision making within a variety of clinical, academic, and other organizational settings. Graduates will be providing health care services in primary, secondary, and tertiary settings in primarily rural, medically underserved communities with the capability of practicing across clinical settings. The proposed program consists of two tracks, an MSN to DNP and a BSN to DNP. The patient population focus for the advanced nursing practice component of the program consists of families and individuals across the lifespan. Courses will be delivered on a part-time basis, using a combination of on-campus and online (hybrid) methods. Clinical internship hours may be completed in the student’s community with an approved preceptor. In addition to the advanced nursing practice component, students will take elective courses in nursing education. The nursing education emphasis will provide basic preparation to enable graduates to function as nurse educators.

PROGRAM OF STUDY
The DNP program consists of 77 credit hours for the BSN to DNP track and 50 credits for the MSN to DNP track which includes 1000 supervised clinical practice hours. The program is completed in three years for the MSN to DNP track and four years for the BSN to DNP track. Courses are delivered using a mix of on-campus and online methods. The BSN to DNP curriculum is listed below. The curriculum for MSN to DNP students is individualized based upon prior coursework that was taken for the MSN. On-campus courses are scheduled a maximum of once per month. Clinical hours may be completed in the student's community with an approved preceptor.

ACCREDITATION STATEMENT
The curriculum is consistent with national guidelines and standards published by the American Association of Colleges of Nursing (AACN) and the National Organization of Nurse Practitioner Faculties (NONPF). Faculty in the School of Nursing will host an accreditation site visit from the Commission on Collegiate Nursing Education (CCNE) during academic year 2015-2016.
Sample BSN to DNP Curriculum

Year 1: Fall
NU 801 Foundations of Nursing Theory 3 credits
NU 803 Leadership 3 credits

Year 1: Winter
NU 805 Organizational Behavior 3 credits
NU 612 Statistics for Health Care Professionals 4 credits

Year 1: Summer
NU 815 Informatics for Health Care 3 credits
NU 710 Research Utilization 3 credits
NU 899 Scholarly Project 2 credits

Year 2: Fall
NU 818 Evidence Based and Translational Methods 3 credits
NU 820 Health Care Policy 3 credits

Year 2: Winter
CLS 536 Clinical Genetics 3 credits
NU 726 Epidemiology 3 credits

Year 2: Summer
NU 541 Advanced Health Assessment 3 credits
NU 899 Scholarly Project 2 credits

Year 3: Fall
NU 552 Advanced Pathophysiology 3 credits
NU 562 Foundations of Nursing Education (elective) 3 credits

Year 3: Winter
NU 554 Advanced Pharmacology 3 credits
NU 569 Nursing Education Practicum (elective) 2 credits

Year 3: Summer
NU 742 Primary Care Management -1 3 credits
NU 743 Clinical Practicum -1 4 credits (16 hours / week)

Year 4: Fall
NU 744 Primary Care Management -2 3 credits
NU 745 Clinical Practicum -2 4 credits (16 hours / week)

Year 4: Winter
NU 746 Primary Care Management -3 (specialty) 3 credits
NU 747 Clinical Practicum -3 4 credits (16 hours / week)
NU 899 Scholarly Project 2 credits
Sample MSN to DNP Curriculum

**Year 1: Fall**
- NU 801 Foundations of Nursing Theory 3 credits
- NU 803 Leadership 3 credits

**Year 1: Winter**
- NU 805 Organizational Behavior 3 credits
- NU 612 Statistics for Health Care Professionals 4 credits

**Year 1: Summer**
- NU 815 Informatics for Health Care 3 credits
- NU 710 Research Utilization 3 credits
- NU 899 Scholarly Project 2 credits

**Year 2: Fall**
- NU 818 Evidence Based and Translational Methods 3 credits
- NU 820 Health Care Policy 3 credits

**Year 2: Winter**
- CLS 536 Clinical Genetics 3 credits
- NU 726 Epidemiology 3 credits

**Year 2: Summer**
- NU 746 Primary Care Management-3 (specialty) 3 credits
- NU 899 Scholarly Project 2 credits

**Year 3: Fall**
- NU 749 Clinical Practicum-4 4 credits (16 hours / week)
- NU 562 Foundations of Nursing Education (elective) 3 credits

**Year 3: Winter**
- NU 750 Clinical Internship Capstone 1 credit
- NU 569 Nursing Education Practicum (elective) 2 credits
- NU 899 Scholarly Project 2 credits

**Total Credits: 50**
CURRICULUM MODEL

The DNP curriculum is conceptualized as having three components:

1. **Graduate Nursing Core (18 credits):** Consists of content deemed essential for ALL students who pursue a graduate degree in nursing, regardless of specialty.
2. **Direct Care Core (9 credits):** Consists of essential content to provide direct patient/client services at an advanced level.
3. **Functional Area Content (18 credits):** Consists of clinical and didactic learning experiences for the FNP role.

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<th>Graduate Nursing Core</th>
<th>Direct Care Core</th>
<th>Functional Content - FNP Specialty</th>
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<tr>
<td>NU 612 = 4 credits</td>
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**Total Credits = 37**

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**Total Credits = 9**

**Total Credits = 9**

**Total Credits = 17**

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<td>NU 569 = 2 credits</td>
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<td><strong>Total Credits = 5</strong></td>
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**GRADUATE PROGRAM OBJECTIVES:**

Upon completion of the program, graduates will have accomplished the following goals:

1. Synthesize knowledge from nursing and other disciplines to provide holistic and culturally competent care.
2. Apply critical thinking and evidence-based models of care to improve health care delivery and patient care outcomes.
3. Utilize leadership strategies that foster professional role development.
4. Integrate the principles of effective communication when using written, verbal, nonverbal and information technology modes in advanced practice roles.
5. Demonstrate a commitment to the professional values and standards of advanced practice nursing.
6. Acquire a foundation for and affirm the value of further education and professional development.
7. Critically evaluate and apply research findings to promote best practice.
ADMISSION REQUIREMENTS

NMU Admission – Office of Graduate Education and Research
1. Complete an Application for Admission from the Office of Graduate Education and Research and submit the application to the Office of Graduate Education and Research, 401 Cohodas, along with a $50.00 application fee. Admission materials are available at: [http://www.nmu.edu/nursing/node/57](http://www.nmu.edu/nursing/node/57)
   o Students must be admitted to NMU before being admitted to School of Nursing, DNP Program.
2. Send official transcripts from all universities previously attended (with the exception of NMU) directly to the Office of Graduate Education and Research.
3. BSN or MSN 3.0 GPA from an accredited nursing program.

School of Nursing Admission Requirements – DNP Program
1. Complete an Application for Admission from the Doctorate in Nursing Practice Program and submit the application to the School of Nursing, Doctorate in Nursing Practice Program, 2301 New Science Facility, Marquette, Michigan 49855. Application materials are available at: [http://www.nmu.edu/nursing/node/57](http://www.nmu.edu/nursing/node/57)
   o Applications received after April 15th will be considered on a space available basis.
   o Incomplete application materials will not be reviewed.
   o Email Melissa Romero ([mromero@nmu.edu](mailto:mromero@nmu.edu)) to find out if the application materials have all been received by the School of Nursing.
2. Current RN license. Attach a copy of your RN license to the application.
3. Attach a current resume to the application.
4. Three recommendations: one academic (candidates who have graduated in 3 years or less must include a faculty recommendation) and 2 clinical colleagues or manager. Please use the recommendation forms provided at: [http://www.nmu.edu/nursing/node/57](http://www.nmu.edu/nursing/node/57)
5. Personal interview with Graduate Committee (on campus)
6. One page description of your goals for graduate study (to be completed on-campus after the interview)
7. Computer proficiency – using Microsoft Word, Power Point, E-mail, and accessing the internet (must have an internet connection) as some courses are offered online.

Prerequisite Course
1. AIS 435 – Research using Digital Information Resources

* Students who are admitted to the DNP program will be required to take AIS 435 within 5 years prior to the start of DNP coursework. The course is offered by Mike Strahan ([mstrahan@nmu.edu](mailto:mstrahan@nmu.edu)), School of Nursing’s library liaison and is offered during the summer semester prior to the start of the DNP program.
**Other Desirable Qualifications:**

1. Completion of an undergraduate statistics course (preferred but not required).
2. Completion of a health assessment course in undergraduate program with a B or better.
3. Completion of courses in anatomy and physiology in an undergraduate or graduate program with a B or better.

The School of Nursing’s Graduate Committee will meet to review applications. Candidates will be interviewed by the Graduate Committee and will be required to complete a one page description of goals for graduate study while on campus after the interview. Each applicant will receive a letter from the School of Nursing informing him/her of their admission status. Incomplete applications will NOT be reviewed.

**TYPES OF ADMISSION STATUS:**

**Regular Admission:** Students who meet the admission requirements of NMU and the School of Nursing will be awarded a regular admission.

**Conditional Admission:** Students who do not meet the admission requirements may be admitted to the program on a conditional status. Conditional status indicates that students may enroll in courses until completion of 12 graduate credits. If, at that time, the student has achieved a cumulative GPA of 3.0, regular status will be awarded. If a 3.0 cumulative GPA has not been achieved, students may not apply for candidacy nor continue in the program.

**Non-Degree Admission:** Students who do not wish to obtain a graduate degree, but have interest in work beyond their baccalaureate degree may be admitted as a non-degree student. Students who are non-degree can later elect to change to a degree seeking program by petitioning for admission with a Request for Change in Curriculum form, available in the Office of Graduate Education and Research. All other admission requirements of the School of Nursing and the Office of Graduate Education and Research must be met.
DNP PROGRAM INFORMATION- PROGRESSION AND RETENTION

Graduate Bulletin and Student Handbook
The School of Nursing follows all policies set by the Office of Graduate Education and Research. It is the responsibility of all graduate students to be familiar with policies and procedures contained in the current Graduate Bulletin at http://www.nmu.edu/gradbulletin1314/. Please read carefully the sections labeled Admission, General Information and Academic Policies, Grading, Graduation and Degree Requirements and the section describing the DNP Program. Please also read and refer to the NMU Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents. This document may be obtained from the Dean of Students Office (2001 Hedgcock) and is also available online at http://www.nmu.edu/dso/studenthandbook

Academic Advising
Melissa Romero PhD, FNP-BC is the academic advisor for the DNP students. She can assist students in registering for classes and is also available to answer questions about career choice, academic policies, graduation, and certification requirements. Students are ultimately responsible for meeting the academic requirements for the DNP degree. If you have any questions about the program, you may contact her by phone (227-2488) via email (mromero@nmu.edu) or in person (2131 New Science Facility).

Registration for Classes
Students register for classes online at http://www.my.nmu.edu. This website allows students to perform many tasks such as register for classes, check class schedules, view grades and transcripts, check financial accounts, pay university bills and access NMU email. It is accessible off the NMU home page, www.nmu.edu and Academic Computing Services website, www.acs.nmu.edu. Students who have trouble logging into my.nmu.edu should contact the NMU Help Desk, helpdesk@nmu.edu, 906-227-2468, Room 116 Learning Resources Center

Hold Policy
NMU places a hold on a student’s registration for classes when a student has not met conditions or obligations due to the university. To have an advising registration hold removed, contact your advisor. Check for registration hold information on the web at www.nmu.edu. A registration hold may be placed for the following general reasons:

- Financial
- Academic
- Admissions/Registrar
- Disciplinary
- Library Books
- Graduate Office
- Medical
- Public Safety
- Advisor Hold

A more detailed description of the hold policy is provided in the Graduate Bulletin at http://www.nmu.edu/gradbulletin1314//
Withdrawal from Coursework
Students who decide to leave NMU without finishing the semester for which they are currently enrolled must complete a Notice of Withdrawal form at the Dean of Students Office, C.B. Hedgcock, Room 2001. Students can withdraw by mail provided that the student states his/her reason for withdrawing, includes his or her student identification number, a photocopy of a valid form of identification (e.g., student ID card, driver’s license) and signs a letter requesting the withdrawal. Students may also fax their withdrawal requests to the Office of the Dean of Students at 906-227-1700. Following the proper withdrawal procedure ensures that:
1. The maximum allowable proportion of fees due the student will be refunded
2. The appropriate grades will be recorded on the student’s transcript
3. The individual records will be properly maintained in the event of future enrollment at NMU or transfer to another university or college.

Class Attendance: Refer to course syllabi. Requirements for class attendance are at the discretion of the faculty. Students are responsible for course material covered and all assignments made during class sessions. The student will assume the responsibility for contacting the faculty to ascertain the nature of any assignments or make-up examinations for an excused absence.

Make-Up Exams: Refer to course syllabi. If a student is unable to take an exam as scheduled, he/she must notify the instructor PRIOR to the exam (either in person, by phone or email). Within two school days following the student’s return to school, he/she must contact the faculty regarding the make-up exam. Scheduling a make-up exam is at the discretion of the course faculty.

Request for Extension: If a student is unable to complete an assignment as scheduled, he/she should consult with the instructor PRIOR to the due date to request an extension.

Computer Requirements
Full-time graduate students (8 credits or more) are required to participate in NMU’s laptop program. Students will be supplied with a Lenovo ThinkPad with a standard set of hardware and software and access to campus network applications. The Help Desk provides support to students for NMU issued software and computers. Help is available via email (helpdesk@nmu.edu), telephone (227-2468), walk-in service (116 Learning Resources Center). Part-time graduate students may volunteer to participate in the laptop initiative. The cost is $385.00 per semester. Part-time students are strongly encouraged to participate in the laptop program.
Students must be proficient in using the following
- Windows XP operating System
- Microsoft Word
- Power Point
- E-mail
- Accessing the internet (must have an internet connection) as some courses are offered online.
Email Policy
All course electronic mail will only utilize NMU addresses. E-mail will be answered within 48 working hours. Weekends will be variable.

Grades
The grading scale used by the School of Nursing with the corresponding numerical value are listed as follows:

<table>
<thead>
<tr>
<th>GRADES / NUMERICAL VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A   = 4.0</td>
</tr>
<tr>
<td>A-  = 3.7</td>
</tr>
<tr>
<td>B+  = 3.3</td>
</tr>
<tr>
<td>B   = 3.0</td>
</tr>
<tr>
<td>B-  = 2.7</td>
</tr>
<tr>
<td>C+  = 2.3</td>
</tr>
<tr>
<td>C   = 2.0</td>
</tr>
<tr>
<td>C-  = 1.7</td>
</tr>
<tr>
<td>D+, D, D-, F = 0.0</td>
</tr>
</tbody>
</table>

Grades Consisting of “I”, “R”, “X”, “S” or “U” (see Graduate Bulletin)

“**I**” = Incomplete: The “I” grade applies to work of acceptable quality when the full amount is not completed because of reasons acceptable to the instructor, such as illness. It is never applied to poor work. If the incomplete is not made up by the established deadline, the “I” grade reverts to the alternate grade designated by the instructor.

“**R**” = Research in Progress: A grade of “R” may be given to designated graduate courses where research, thesis, or internship work is likely to continue beyond the end of the semester in which the student is registered for the course. The maximum amount of time that can be given to complete an “R” grade is three years from the date of enrollment in the course, although the instructor has the option to specify a shorter period of time. Should the student not complete the work required, the grade of “R” will remain on their transcript, no semester hours of credit will be earned for this course, nor will it enter into the computation of overall GPA.

“**X**” = Course in Progress: An “X” grade is assigned when a course cannot meet the required number of sessions during the semester because of unusual circumstances or conditions and which, therefore, necessitates an extension of class period beyond the last official day of the semester for reasons such as: adverse weather conditions resulting in cancellation of classes, illness, death, or termination of the instructor.

“**S**” = Satisfactory: A grade of “S” is issued when a course has been satisfactorily completed. Courses graded “S” are counted in earned hours. The grades are not included in the computation of the GPA.

“**U**” = Unsatisfactory: A grade of “U” is issued when a course has not been completed satisfactorily. Courses graded “U” are included in attempted hours. The grades are not included in the computation of the GPA.
Academic and Retention Standards
Students must earn the equivalent of an 83% (B grade) or better in all DNP courses. According to school of nursing policy, score percentages of $\geq 0.50$ will be rounded up and score percentages of $\leq 0.49$ will be rounded down. If a student achieves $< 83\%$, the course may be repeated once. The grade received in the second attempt is substituted for the first grade in the computation of the student’s GPA. A maximum of two graduate courses may be repeated.

Graduation and Degree Requirement
Students must pass the comprehensive exam administered during the final semester of the program. The minimum passing score is 80%. Students may repeat the exam to achieve $\geq 80\%$.

Time Limitation (See Graduate Bulletin)
All credits and requirements applied toward a master’s degree including transfer credits must be completed within seven years prior to the date on which the degree is to be conferred.

Repeating Courses (See Graduate Bulletin)
A student may repeat a maximum of two graduate courses. A course may be repeated only once. The grade received in the second attempt is substituted for the first grade in the computation of the student’s GPA.

Grade Appeals and Other Complaints
The policy to follow regarding complaints concerning grades or other concerns is delineated in NMU’s Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents. This document may be obtained from the Dean of Students Office (2001 Hedgcock) and is also available online at http://www.nmu.edu/dso/studenthandbook

Guidelines for Requesting Exceptions to School of Nursing Policy other than Grade Appeals
A formal request must be submitted in writing to the Graduate Committee (GC) chairperson requesting an exemption to any established departmental policy. The GC usually meets once a month and should receive the request two weeks before the next scheduled GC meeting for the committee to act upon the request. Supporting data must be attached to the request, such as rationale for the request, description of previous course work and/or syllabi, letters of support from faculty or other appropriate individuals and/or other appropriate documentation. The student has the option to meet with the committee when the request is discussed.
CERTIFICATION

National Certification
Students, who complete the DNP curriculum are eligible for national certification and Michigan specialty certification. National certification is required to practice in Michigan and many other states. The FNP exam is offered by two certifying bodies: The American Nurses Credentialing Center (ANCC) and the American Academy of Nurse Practitioners (AANP). Both certifications are nationally recognized in all states. Please check their web sites for the most up-to-date information. More information about national certification will provided in the Health Policy course within the curriculum.

Michigan Specialty Certification
Students who plan to practice as nurse practitioners in Michigan must apply to the Board of Nursing for specialty certification. Nurses in Michigan may not use the title “nurse midwife,” “nurse anesthetist” or “nurse practitioner” unless they have achieved nurse specialty certification from the Michigan Board of Nursing. Application materials are available online at:

AWARDS, HONORS AND MEMBERSHIP

Sigma Theta Tau National Honor Society of Nursing
Xi Sigma is the chapter of Sigma Theta Tau at NMU. Graduate students who meet the following criteria are invited to join:

1. Have completed ¼ of the nursing curriculum (12 credits)
2. Have a GPA ≥ 3.5
3. Meet the expectations of academic integrity

Outstanding Graduating Graduate Student
Prior to graduation, the Graduate Committee (GC) selects an Outstanding Graduate Student with input from graduate faculty. The award recognizes academic achievement, leadership qualities and high professional standards. The award is presented during the NMU Spring Honors Day Banquet.

Clinical Excellence Award
DNP students are eligible to receive a clinical excellence award at the end of the program. The award will be determined by clinical faculty and will be based on student performance in the clinical setting. The award recognizes academic achievement and high professional standards. Criteria for the award: (1) GPA ≥ 3.7 (A-); (2) demonstrates outstanding clinical knowledge and skills and (3) demonstrates excellence in clinical practice.
Student Representation on Graduate Committee (GC)
Two graduate students may serve on the Graduate Committee. Students may volunteer for this position. The following guidelines describe the student’s role on the committee:

1. Attend meetings
2. Actively participate in meetings. Students are to represent their fellow students’ opinions on issues that arise.
3. Share information gained from these meetings with fellow students
4. Provide recommendations on all non-confidential issues.
5. Receive and be familiar with copies of the minutes and agenda for each meeting.
6. When confidential issues are discussed, (e.g. student grade), the student representative may be asked to leave the meeting.

DNP PROGRAM INFORMATION - CLINICAL COURSES
The clinical practice experience permits students to work with clinical experts in a specific health care setting while under the guidance of a faculty member. The clinical practicum provides an opportunity for collaborative/ independent problem solving related to the Essentials of DNP Education. In 2006, the American Association of Colleges of Nursing (AACN) developed the DNP Essentials, a national, consensus-based document that delineates eight essential competencies that must be attained by all DNP graduates. The DNP Essentials establishes the standards for education programs and the expectations of DNP graduates. These essentials are listed below:

1. Scientific Underpinnings for Practice
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Health Care Policy for Advocacy in Health Care
6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
7. Clinical Prevention and Population Health for Improving the Nation’s Health
8. Advanced Nursing Practice
Clinical Practice Hours:
Refers to hours in which direct clinical care is provided to individual clients, families or groups. The required number of clinical practice hours is 250 per clinical course (NU 543, NU 545 and NU 547, NU 549) for a total of 1000 clinical hours. The following may NOT be used in lieu of clinical practice hours:
- Attendance at workshops or conferences
- Skills lab hours
- Physical assessment practice sessions
- Community projects (National Task Force on Quality NP Education, 2002).

Clinical Practice Sites/Preceptors
The NMU School of Nursing’s Graduate Committee defines a preceptor as a certified and experienced nurse practitioner, physician’s assistant, and/or physician that works directly with students and closely with course faculty to facilitate the student’s experiences and achievement of clinical practicum objectives. Students are encouraged to pursue clinical practicum sites that meet their academic and clinical interests as well as their geographic preference. Students are encouraged to take an active role in identifying and developing these practicum sites. Whenever possible, a site in which an experienced NP and physician function in a collaborative practice model should be selected. All clinical sites/preceptors must be approved by clinical faculty.

Criteria for Selection of Clinical Practice Site:
- Must emphasize primary care across the lifespan and must provide experiences in caring for children, adults, elderly and pregnant women. Primary care is defined as coordinated, comprehensive and personal care available both on a first contact and continuous basis.
- Practice sites must be separate and distinct from the student’s usual employment hours and/or responsibilities.

Criteria for Selection of Preceptors:
- Must be licensed and nationally certified in their specialty area with at least one year of clinical experience. Such clinicians may include nurse practitioners, nurse midwives or physicians.
- Enjoys opportunities to teach others.
- Role models desired skills and competencies.
- Willing to socialize the student into the professional role.
- Willing to allow students to complete H & P’s or other assessments.
- Willing to allow students to work more slowly than other practitioners.
- Willing to listen to case presentations and answer student’s questions.
- Available to check the student’s assessment findings.

Procedure for Approval of Practicum Sites
- The selection of a practicum site begins the semester before the student actually enrolls in the clinical course.
• The student completes the *Preceptor-Clinic Agreement Form* (Appendix F) after a preceptor/clinic site has been identified.
• The student returns the completed form to course faculty. Preceptors and clinic sites must be approved by course faculty.
• The course faculty establishes a written affiliation agreement
• Students are expected to meet with their preceptors prior to the start of the semester to discuss their clinical goals and to negotiate scheduling of the weekly clinical practicum.

**Evaluation**
The course faculty will visit the practicum site to observe the student at least once during each practicum experience. This visit provides an opportunity for a discussion concerning the student’s clinical performance, the preceptor’s role and the utility of the practicum site in providing meaningful and adequate experiences and opportunities for the student to achieve the course objectives. A second site visit may be requested by the student, the preceptor or the clinical faculty for matters of clarification or remediation of previous concerns.

**Clinical Absences**
It is the student’s responsibility to notify the faculty and preceptor/agency of any absences and to make arrangements for a make-up. Students must complete ALL clinical hours.

**Transportation to Clinical Sites**
Students must provide their own transportation to and from clinical facilities. Any transportation costs incurred are the student’s responsibility.

**Driving / Transporting Patients**
Due to liability issues, students are NOT to transport clients in student’s personal motor vehicle.

**DOCUMENTATION OF CLINIC REQUIREMENTS**

**Immunization Requirements**
Immunizations must be current **prior to each clinical rotation** or you will not be allowed to attend clinic. Students are responsible for all costs associated with immunizations.

1. **TB Skin Test (PPD):** Is required **yearly** and may be obtained at the NMU Health Center for a fee. Students with a positive PPD skin test need to provide evidence of a negative chest x-ray. Chest x-ray report is valid for three years. Students who test positive must complete a TB Symptom Questionnaire yearly.

2. **Measles, Mumps & Rubella:** One of the following is required: Two vaccinations OR positive antibody titer for all three components (MMR). Students born in 1957 or later must provide proof of immunity to measles (Rubeola). Acceptable proof is:
evidence of having had two measles vaccinations, or a Rubeola titer documenting antibodies to Rubeola, or a physician documentation of having had the disease, or proof of active military duty or veteran status (DD214).

3. **Hepatitis B**: Students must have proof of three Hepatitis B vaccines or positive antibody titer. The vaccine is available at the Health Center or the Marquette County Health Department.

4. **Tetanus, Diphtheria and Pertussis (TdaP)**: Must be current within 10 years.

5. **Varicella Vaccine**: One of the following is required: Two vaccinations OR positive antibody titer OR medically documented history of disease.

6. **Influenza OR Declination**: Must be current within 1 year or signed declination form.

7. **CPR Certification**: CPR Certification is **required for all clinical courses**. The American Heart Association (AHA) for healthcare providers is the certificate preferred by the School of Nursing and is valid for two years.

8. **Criminal Background Check**: A criminal background check is required of all students the semester prior to starting clinic. All criminal background checks are to be done using CertifiedBackground.com.

9. **Urine Drug Screen**: Testing is to be conducted at Marquette General Hospital or Duke LifePoint Occupational Medicine Clinic (Marquette or Escanaba location).

10. **Professional Liability Insurance**: Professional liability insurance is **required for all clinical courses**. NMU provides graduate students with malpractice insurance when the student is performing duties on behalf of, or under the direction of NMU. Students are also required to carry their own liability insurance coverage. One organization that provides NP student malpractice insurance is the Nursing Service Organization (NSO). NSO’s yearly premium is $305.00 (2013 rates). You may access their website at [http://www.nso.com](http://www.nso.com)
Dress Code
Your standard of personal care and dress represent you as an individual, the School of Nursing and the profession of nursing. Students are expected to be neat, clean, and well groomed. White lab coats are required over appropriate business clothes (no jeans, cut offs, shorts, etc.) when working in a clinical area. Students are required to wear a name tag in clinical settings.

<table>
<thead>
<tr>
<th>NAME TAGS MAY BE ORDERED FROM:</th>
<th>AMERICAN NAMEPLATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2292 US 41 WEST</td>
</tr>
<tr>
<td></td>
<td>MARQUETTE, MI 49855</td>
</tr>
<tr>
<td></td>
<td>(906) 228-3161</td>
</tr>
</tbody>
</table>

Name tags should read as follows:

Student Name, RN
NMU – Doctor of Nursing Practice
Family Nurse Practitioner Program

Equipment
A stethoscope is required. Since you will be using this equipment throughout your clinical courses and during your career, we recommend that you purchase a good quality stethoscope. The stethoscope must have a bell and a diaphragm. Stethoscopes with shorter tubing have better quality of sound.

Clinical Hours Between Semesters
Due to liability issues, no clinical hours may be completed between semesters for application to a future course. If students want to spend time in a clinical setting between semesters, it must be done as an individual and NOT as a NMU DNP student.

Invasive Procedure Policy
No student shall perform an invasive procedure on another student or volunteer. Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invade the integrity of the skin or body cavity. Only manikins shall be used for such practice. Exceptions to the policy include the following procedures:
1. Oral and ear assessments
2. Oral and tympanic temperatures
3. Oral feeding
4. Nasal exams
5. Vaginal exams

Rationale: The potential for the transmission of blood-borne pathogens, bacteria and other infectious agents creates a potential health risk for the students and/or their volunteer who does not need to have these procedures practiced on them.

Student Accident/Injury
An accident/injury is defined as an undesirable and unexpected event which results in potential or personal harm during clinical or classroom time. In addition, an accident/injury includes occupational exposure to blood and body fluids and airborne
pathogens during clinic/classroom labs. Occupational exposure may be described as a percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eyes, nasal mucosa or mouth), a cutaneous exposure when chapped or abraded skin or otherwise non-intact skin is contaminated with infectious material or exposure to infectious airborne agents by way of inhalation or contact.

Students are to report such accidents or injuries which occur in the clinical setting or classroom labs to their faculty member immediately. The Procedure for Management of Exposure to Blood Borne Diseases (Appendix C) should be reviewed. The exposed person will be referred to the NMU Health Center for lab work. In addition, clinical faculty must complete the Incident Report for Accident/Injury/Illness (Appendix D). If the exposed person refuses to accept referral to the Health Center, Documentation of Refusal to Accept Referral (Appendix E) must be completed and returned to the NTC Supervisor.

Universal Precautions
Hepatitis B and HIV infections are significant and growing risks in the U.S. Health care workers are especially at risk for developing these infections due to exposure to needlestick injuries and splashed blood/body fluids. Hepatitis B and HIV can be prevented through consistent use of universal precautions. Universal precautions must be followed by faculty and students in the clinical settings.
Academic Dishonesty, ANA Code of Ethics, ANA Standards of Professional Nursing Practice and Performance, and Policy on Unsafe, Unprofessional, or Weak Practice

Academic Dishonesty (See Student Handbook)
The School of Nursing adheres to the policies delineated in the NMU Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents, http://www.nmu.edu/dso/studenthandbook. Students have an obligation to abide by accepted standards of academic honesty, which dictate that all scholastic work shall be original in nature. Procedures and penalties pertaining to academic dishonesty are outlined in the NMU Student Handbook. It is the student’s responsibility to review these rules. The Student Handbook is available online or from the Dean of Students Office, 2001 Hedgcock (906-227-1700).

ANA CODE OF ETHICS
When engaged in nursing functions, the student must do so within legally prescribed boundaries and is accountable for his/her actions. The student has an obligation to adhere to the ANA Code of Ethics for Nurses with Interpretive Statements. The nine primary provisions of the Code of Ethics without explanatory provisions are:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patients.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy (American Nurses Association, 2001).
American Nurses Association (ANA) Standards of Professional Nursing Practice
Standards are authoritative statements in which the nursing profession describes the responsibilities for which its members are accountable. Therefore, standards reflect the values and priorities of the profession. The ANA Standards of Professional Nursing Practice is generic in nature and applies to all registered nurses and advanced practice registered nurses engaged in clinical practice.

STANDARDS OF CARE
1. ASSESSMENT: The registered nurse collects comprehensive data pertinent to the healthcare consumer’s health and/or situation.

2. DIAGNOSIS: The registered nurse analyzes the assessment data to determine the diagnoses or issues.

3. OUTCOMES IDENTIFICATION: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

4. PLANNING: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

5. IMPLEMENTATION: The registered nurse implements the identified plan.

5A. COORDINATION OF CARE: The registered nurse coordinates care delivery.

5B. HEALTH TEACHING AND HEALTH PROMOTION: The registered nurse employs strategies to promote health and a safe environment.

5C. CONSULTATION: The advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others and effect change.

5D. PRESCRIPTIVE AUTHORITY AND TREATMENT: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments and therapies in accordance with state and federal laws and regulations.

ANA Standards of Professional Performance
The ANA *Standards of Professional Performance* describe a competent level of behavior in the professional role.

1. ETHICS: The registered nurse practices ethically.

2. EDUCATION: The registered nurse attains knowledge and competence that reflects current nursing practice.

3. EVIDENCE-BASED PRACTICE AND RESEARCH: The registered nurse integrates research findings into practice.

4. QUALITY OF PRACTICE: The registered nurse contributes to quality in nursing practice.

5. COMMUNICATION: The registered nurse uses a wide variety of communication skills in all areas of practice.

6. LEADERSHIP: The registered nurses demonstrates leadership in the professional practice setting and the profession.

7. COLLABORATION: The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.

8. PROFESSIONAL PRACTICE EVALUATION: The registered nurse evaluates his or her nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

9. RESOURCE UTILIZATION: The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.

10. ENVIRONMENTAL HEALTH: The registered nurse practices in an environmentally safe and healthy manner (American Nurses Association, 2010).

Policy on Student Clinical Practice
Student grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure of the course.

Evaluation of Unsafe, Unprofessional, and Weak Clinical Practice
Students practice within the boundaries of the state Nurse Practice Act, current professional standards of practice, nursing course objectives, and School, College, University, and clinical agency policies, procedures and protocols.

A student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who
has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weakness that may lead to unsafe and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations for the student to attain to remedy those weaknesses in the current and/or subsequent semester.

**Rationale:** Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the university, and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience. This policy embodies accountability by defining unsafe practice, unprofessional practice, and weak practice; by establishing guidelines for faculty to make a judgment of unsafe, unprofessional and/or weak practice; and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

**Definitions of Unsafe, Unprofessional and Weak Practice with Potential for Unsafe and/or Unprofessional Practice**

It is not possible to enumerate all forms of inappropriate behavior, which would raise serious questions concerning a nursing student’s status as a health professional in training. The following, however, are examples of behaviors, which would constitute a violation of safe practice and professional standards.

1. **DEFINITION OF UNSAFE PRACTICE**

Unsafe nursing student practice behavior fails to achieve standards of care, violates the ANA Code of Ethics, ANA Standards of Professional Nursing Practice and Performance, Nurse Practice Act and/or calls into question the professional accountability of the student.

The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a patient may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe practice include, but are not limited to the following:

(a) Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.

(b) Demonstrating behavior that puts a client at risk of harm by violating a standard of care.

(c) Acting in a manner likely to cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience.
(d) Performs acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide ordered treatment of care.

(e) Failure to provide accurate, inclusive, written and verbal communication, or falsely documenting any clinical record, written assignment or student logs.

(f) Attempting activities without adequate orientation, knowledge, assistance or supervision.

2. DEFINITION OF UNPROFESSIONAL PRACTICE
Unprofessional nursing student practice behavior fails to achieve standards of care, violates the ANA Code of Ethics, ANA Standards of Professional Nursing Practice and Performance, Nurse Practice Act and/ or calls into question the professional accountability of the student.

Examples of unprofessional practice include, but are not limited to the following:

(a) Failure to notify the agency and / or clinical instructor of absence or lateness.

(b) Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.

(c) Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.

(d) Engaging in behavior that is disrespectful to a client.

3. DEFINITION OF WEAK PRACTICE WITH POTENTIAL FOR UNSAFE AND/OR UNPROFESSIONAL PRACTICE
Weak student practice behavior fails to achieve standards of care, violates the ANA Code of Ethics, ANA Standards of Professional Nursing Practice and Performance, Nurse Practice Act and/ or calls into question the professional accountability of the student.

Examples of weak practice include, but are not limited to the following:

(a) Difficulty or inability to apply theoretical knowledge to specific clinical situations.

(b) Difficulty or inability to successfully organize care and to document clinic assignment.
(c) Difficulty or inability to correctly interpret laboratory and/or diagnostic test results.

(d) Difficulty or inability to determine priorities in completing clinical assignments.

(e) Difficulty or inability to communicate with clients, families, peers, or other health personnel.

(f) Difficulty or inability to complete assignments.

(g) Requiring frequent guidance and instruction and cannot be left unsupervised.

Procedure for Managing Unsafe or Unprofessional or Weak Clinical Practice

1. UNSAFE OR UNPROFESSIONAL CLINICAL PRACTICE

   NOTE: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice may be sufficient to warrant failure of the course and/or suspension from the program.

   When the course faculty has reason to conclude that a student has practiced unsafely or unprofessionally, the course faculty will notify the student promptly in writing of the reasons. A copy of the written notification will be forwarded to the School of Nursing Department Head. Included in this written notification will be:

   (a) The description of the unsafe/unprofessional practice the student engaged in.

   (b) Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk.

   (c) The time during which the corrective actions must be achieved.

   (d) Any modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice including, but not limited to, restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience, and/or alteration in clinical agency site.

   Students removed from the clinical experience who, in the course faculty judgment, have taken the specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience contingent upon the availability of clinical placements and adequate resources.
Students achieving corrective action will either pass the course or pass the course with identified improvement activities as prescribed by the current and subsequent course faculty.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

The action to be taken, if the specific corrective actions prescribed are not achieved, includes:

1. Failure of the course or

2. Failure of the course and recommendation for discipline under the University Code of Conduct.

Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue re-entry to the course by notifying the Department Head of the School of Nursing within one week of rescheduling the class. This does not preclude an appeal.

Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the course faculty’s judgment through the Grievance Procedure (See Student Handbook).

2. WEAK CLINICAL PRACTICE

When the course faculty has reason to conclude that a student’s clinical practice is weak with potential for unsafe and/or unprofessional practice, the student will be notified promptly in writing of the reasons. A copy of the written notification will be forwarded to the Department Head.

Included in this written notification will be:

(a) A description of the weak practice the student engaged in.

(b) Specific actions to be taken to improve the clinical practice and the support provided by faculty to promote improvement.

(c) The time period during which the specific improvement actions must be completed.

(d) Any modifications in the clinical experience to demonstrate safe and/or professional practice including but not limited to restriction of activities...
and responsibilities, supervision of activities/procedure, removal from clinical experience and/or alteration in clinical agency site.

The action to be taken, if specific improvement actions prescribed are not fully achieved, includes:

(a) Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).

(b) Fail the course because behavior has become unsafe and/or unprofessional.

(c) Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the course faculty of the current semester and the course faculty responsible for the subsequent clinical course will mutually agree upon and provide the student with a written description of expectations.

The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester, and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.
UNIVERSITY POLICIES

Civil Rights Policy (See NMU Student Handbook)
Northern Michigan University prohibits discrimination based on race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation or veteran status in employment or the provision of services.

Disability Law Compliance Policy (See NMU Student Handbook)
Northern Michigan University adheres to the Americans with Disabilities Act (ADA) and all other applicable federal and state disability law.

If you have a need for disability related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 Hedgcock (906-227-1700; TTY 277-1543). Reasonable and effective accommodations and services will be provided to students with disabilities whose requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and university guidelines.

Smoking and Tobacco use Policy (See NMU Student Handbook)
Smoking or the use of tobacco products is not permitted in any facility or vehicle owned, operated or under the control of Northern Michigan University except in designated areas identified by smoking permitted or tobacco use permitted signs.

Student Complaints Concerning Grades (See NMU Student Handbook)
Students who feel they have reason to believe that the grades, which they have received, are incorrect or unfair should first consult with the instructors for the courses. If, after talking with the instructor, the student feels that the complaint has not been resolved the student shall ask the department head to review the matter. The Department Head shall discuss the matter with the instructor involved, seeking resolution. If, in the opinion of the student, the complaint remains unresolved, the student may submit a formal request in writing to the department head that the complaint be submitted to adjudication though an appeals system involving two appellate levels: A departmental appeals committee and a college appeals committee. The instructor may make a written response to this request and provide that response to the department head who will share it with the departmental and college appeals committees, as appropriate, and make it a matter of record. Please refer to the NMU Student Handbook for additional information concerning the grade appeal process. The NMU Student Handbook is available from the Dean of Students Office, 2001 Hedgcock, 227-1700. It is also available online at http://www.nmu.edu/dso/studenthandbook

Policy on Making Copies of Student Work
The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Periodically, a faculty member may request permission to copy students’ work for the purposes of accreditation and licensing bodies or as an exemplary product (Appendix A).
APPENDIX A

NORTHERN MICHIGAN UNIVERSITY
DOCTOR OF NURSING PRACTICE
FAMILY NURSE PRACTITIONER PROGRAM

PERMISSION TO COPY STUDENT WORK

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, research practicum, scholarly project, paper, model, slides) related to the discipline and completed for academic credit excluding exams. The faculty are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies.

2. For the explicit purpose of using the paper / product as a positive example for student learning including placing that paper/product on reserve in the library or Department of Nursing.

3. Papers/products completed for research practicums, thesis work, or scholarly projects will be bound and placed in the Library or Nursing Office for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

c: Student’s File

I give the Faculty of the Department of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

________________________________________  ____________________________
Student Signature                     Date

________________________________________  ____________________________
Witness Signature                     Date
APPENDIX B

TB SYMPTOM QUESTIONNAIRE

Students with a past positive PPD, need to have evidence of a negative chest x-ray (within the past three years) and need to complete the TB SYMPTOM QUESTIONNAIRE yearly.

CONTRAINDICATIONS TO PPD TESTING include the following:

- Pregnancy
- Past Positive PPD test result.

Breast-feeding is not a reason for exclusion. Students who are pregnant must present physician documentation of the pregnancy. If they wish to have a PPD, they need to provide physician approval. Within a month of the delivery date, they need to have a negative PPD on file.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE:</th>
</tr>
</thead>
</table>

I am unable to receive a PPD skin test due to:

- (+) Reaction
- Pregnancy
- Other (specify)___________________

Please check the appropriate response

<table>
<thead>
<tr>
<th>1. Have you had any recent, unintentional weight loss?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Have you had a persistent cough over 3 weeks?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Have you had a fever?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. Have you had night sweats?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Have you had changes in your sputa (e.g. bloody)?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Please explain any YES responses

| SIGNATURE ___________________________ | DATE __________________
|---------------------------------------|------------------------|
PROCEDURE FOR MANAGEMENT OF EXPOSURE TO BLOOD-BORNE DISEASES

1. Significant exposure is defined as percutaneous, ocular or mucous membrane exposure to blood or other body fluids containing visible blood.

2. If possible, the wound or exposure area shall be immediately and thoroughly washed with soap and water, or irrigated with tap water for eyes or other mucous membrane exposure.

3. The NTC supervisor shall be notified as soon as possible.

4. A NMU INCIDENT REPORT FOR ACCIDENT/INJURY/ILLNESS shall be completed and returned to the NTC Supervisor (Appendix E)

5. If the SOURCE PERSON is identifiable, they shall be informed of the incident and requested to report to the Health Center to have the following labs drawn:
   - HIV antibody
   - HCV
   - Hepatitis B Surface Antigen

BILLING: The cost will be paid by the Health Center as incentive for the source patient to be tested

6. The EXPOSED PERSON will be referred to the NMU Health Center. A physician’s visit is not needed but a scheduled nurse’s visit for lab work must be completed that same day as the incident. If the exposed person has not received Hepatitis B vaccine, the initial immunization will be offered. For greatest effectiveness, Hepatitis B immune globulin (HBIG) should be given as soon as possible after exposure, preferably within 24 hours. Its value beyond seven days after exposure is unclear. The dose is 0.06 ml/kg to a maximum of 5 ml, IM. The patient will be responsible for this charge. The EXPOSED PERSON will have the following labs drawn:
   - HIV Antibody
   - HCV
   - ALT (SGPT)
   - Hepatitis B Surface Antigen (HbsAg)
   - Hepatitis B Surface Antibody (HbsAB)
   - Diagnosis Code E 920.5
Appendix C (continued)

If the EXPOSED PERSON does not give consent at this time for HIV testing, the health center must still have the patient sign the MHD Booklet refusing testing. Health Center will draw an extra tube and tell the patient it will be frozen for 90 days. They can elect to have testing up to that time. Otherwise, the sample will be discarded.

Billing: The bill will first be submitted to the Exposed Person’s Health Insurance, then to the department where the incident occurred. At no time should anyone be denied testing. Any problems with billing will be handled by the medical director.

7. If the injury is from a needle stick or sharp, the Health Center RN will administer tetanus toxoid 0.5 ml IM if the injured person has not had a booster within 10 years.

8. If the EXPOSED PERSON refuses to accept referral to the Health Center, DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL (Appendix E) shall be completed and returned to the NTC Supervisor. The Health Center is to be notified of the Exposed Person’s refusal to accept the referral.

9. If the EXPOSED PERSON is an employee or a student, who has not had the Hepatitis B vaccine, and refuses to accept referral to the Health Center, DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL AND HEPATITIS B VACCINE WAIVER (Appendix F) shall be completed.

10. The NTC Supervisor is responsible for assuring that the vaccine is offered and the waiver is signed.

11. Employees who initially decline the Hepatitis B Vaccine but who later wish to have it, may then have the vaccine provided at no cost to the employee.

12. If the EXPOSED PERSON is an employee not covered by the plan, they will be provided the same opportunities as a covered employee.
APPENDIX D

NMU INCIDENT REPORT FOR ACCIDENT / INJURY / ILLNESS
# APPENDIX E

NORTHERN MICHIGAN UNIVERSITY  
DEPARTMENT OF NURSING  
NURSING TECHNOLOGY CENTER

## DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
</tbody>
</table>

**Reason for the referral:**

___________________________________________________________  
___________________________________________________________  
___________________________________________________________  

I have been advised to go to the NMU Health Center for testing because of the above-mentioned reason(s). Even though it has been recommended that I do so, I do not plan to go the Health Center now for the following reason(s)

___________________________________________________________  
___________________________________________________________  
___________________________________________________________  

The following possible risks of not accepting or acting upon the referral have been explained to me.

___________________________________________________________  
___________________________________________________________  
___________________________________________________________  

I hereby release Northern Michigan University from any and all liability arising out of or connected with my decision not to follow the above medical recommendation.

Signature ___________________________  Date ________________

I witness the fact that the individual signed the above and said he/she read and understood the same.

Witness’s Signature _______________________  Date ________________

cc: NMU Health Center
<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City / State / Zip</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Business Phone</td>
</tr>
<tr>
<td>E-Mail Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRECEPTOR INFORMATION (please print clearly)</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Specialty and # of years in specialty</td>
</tr>
<tr>
<td>License #</td>
</tr>
<tr>
<td>MD: Board Certification</td>
</tr>
<tr>
<td>NP: Specialty Certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLINIC INFORMATION (please print clearly)</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Clinic Name</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City / State / Zip</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

### Practice Setting
- [ ] Physician’s Office
- [ ] Ambulatory Clinic
- [ ] Hospital Outpatient Clinic
- [ ] Hospital In-Patient Clinic
- [ ] Extended Care / Nursing Home
- [ ] Public / Home Health
- [ ] School / University Clinic
- [ ] Occupational / Industrial Clinic
- [ ] VA / Military
- [ ] Correctional Facility
- [ ] Other ____________________

### Client Population
- [ ] Pediatric
- [ ] Adolescents
- [ ] Adult
- [ ] Geriatric
- [ ] OB-Gyne
- [ ] Caucasian
- [ ] African American
- [ ] Native American
- [ ] Hispanic
- [ ] Asian

### SIGNATURES

<table>
<thead>
<tr>
<th>Preceptor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Date</td>
</tr>
</tbody>
</table>
APPENDIX G
NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING
LATEX SENSITIVITY / ALLERGY QUESTIONNAIRE

The purpose of this questionnaire is to identify an individual who may be allergic to latex products and to enable the School of Nursing to provide appropriate accommodations.

Name
(please print)

Student ID #

Current Position
(If employed)

Previous Employer

Please check all of the following that apply:

☐ History of multiple surgeries

☐ History of itching/hives

☐ History of oral allergy syndrome (OAS)

☐ History of progressive reactions to food known to cross-react with natural rubber latex (NRL)
  including bananas, kiwi, avocados, potatoes, tomatoes, chestnuts or almonds

☐ History of self-catheterization

☐ History of breathing problems after anesthesia

☐ Family history of spina bifida

Please explain if you have checked any of the aforementioned:

Please report any known or suspected latex allergy to NMU, School of Nursing at 906-227-2833

Signature ___________________________ Date __________