School of Nursing

Graduate (MSN & DNP) Student Handbook 2024

Revised December 2023

School of Nursing Graduate Student Handbook Intent

As students of Millikin University, graduate students are expected to read and adhere to the student rights and responsibilities as identified in the *Millikin University Bulletin* (http://www.millikin.edu/academics/registrar/course-catalog) and the *Millikin University Student Handbook* (http://www.millikin.edu/student-development/student-handbook) as well as this *School of Nursing Graduate Student Handbook*. Nurse Anesthesia Program (NAP) students are additionally responsible to read and adhere to all policies contained in the *Registered Nurse Anesthesia Intern* (RNAI) *Handbook.*

The *School of Nursing Graduate Student Handbook* covers policies specific to graduate students. Questions related to this information may be addressed to members of the nursing faculty, the Director of the School of Nursing, the Graduate Chair of the School of Nursing, or, when applicable, the Certified Registered Nurse Anesthetist (CRNA) Program Director. Programs, policies, and procedures outlined in this handbook are subject to change without notice.

TABLE OF CONTENTS

Appendices

<div align="center">**The Profession of Nursing**</div>

Graduate Education for Nurses
The graduate nursing curriculum builds upon the foundation of prior (baccalaureate and/or master's) education to prepare students for advanced role development through courses in science, theory, and professional practice. Students learn to synthesize knowledge of science and theory to validate or challenge professional practice based upon both evidence and expertise. Communication, interpersonal skills, and knowledge of multiple nursing support systems prepare students to function effectively within various interdisciplinary practice settings.

Professional Standards
The Millikin University graduate nursing students represent the University, the School of Nursing, and the profession of nursing while interacting with patients, health care providers, and other members of society. Guided by the curriculum, graduate students must demonstrate high professional standards and professional values in the classroom, the clinical agencies, and in the community. The curricula of the graduate programs reflect the current standards and guidelines found in the following documents:

American Association of Colleges of Nursing (AACN) documents:
- *The Essentials: Core Competencies for Professional Nursing Education* (2022)
- *Criteria for Evaluation of Nurse Practitioner Programs, 5thed. (2016).*

American Association of Nurse Anesthetists
- *Scope for Nurse Anesthesia Practice (2020) DNP NAP*
- *Standards for Nurse Anesthesia Practice (2019) DNP NAP*
- *Code of Ethics for Certified Registered Nurse Anesthetists (2018) DNP NAP*

National Organization of Nurse Practitioner Faculties
- *Population-Focused Nurse Practitioner Competencies (2018): Family/Across the Lifespan DNP FNP*
- *Standards for Quality Nurse Practitioner Education, 6th ed. (2022)*

Millikin University School of Nursing

In 1901, Millikin University's founder, James Millikin, envisioned a center of learning in the Midwest "where the scientific, the practical, and the industrial [would] have a place of equal importance, side by side, with the literary and the classical." That vision continues to be actualized through the activities of the School of Nursing. At the very heart of our mission is the provision of an educational experience that integrates the tradition of liberal arts education with the practical arts of the professions in professional performance learning. The graduate nursing curricula have been designed to intentionally build upon that connection between theory and practice and to promote a life of learning in a responsible manner by fostering and supporting inquiry, creativity, practice, and social responsibility. Our students discover and pursue their full potential of doing well and doing good, both personally and professionally. Their personal and professional discovery is theory and practice driven -- guided by faculty and staff within an inclusive and broadly accessible learning community. Consequently, the DNP and MSN graduates are well-prepared to provide nursing leadership in a profession that uses advanced nursing knowledge for quality improvement of patient outcomes in order to shape the direction of health care in this country in the 21st century.

Nursing Education at Millikin University

Professional nursing education at Millikin accurately reflects James Millikin's vision of the university as "an institution where the scientific, the practical, and the industrial shall have a place of equal importance, side by side, with the literary and the classical." Nursing is a profession recognized for its intentional blend of the rigorous application of scientific knowledge with the art of caring. The nursing curricula at Millikin incorporate the School of Nursing mission, goals, and outcomes under the core concepts of person, nursing, environment, and health.

Mission of the School of Nursing

The nursing programs at Millikin University foster the development of men and women in a community of life-long learners who are able to envision and shape the future of health care and compose a personal life of meaning and value.

DNP Program Goals

The Millikin University School of Nursing DNP program prepares leaders who are:
1. Expert advanced practice nurses who transform the future of healthcare;
2. Dedicated to advancing nursing values in a diverse world; and
3. Committed to the development and dissemination of evidence to guide practice.

DNP Expected Student Outcomes

Graduates of the DNP program are able to:
1. Engage as expert practitioners to develop holistic, safe, equitable, **person-centered** outcomes which demonstrate the **knowledge** of nursing science, theory, and practice. (Domain 1, 2)
2. Collaborate within **interprofessional partnerships** to advance **population health** and **systems-based practice** which promotes evidence-based, safe, equitable, cost-effective care to diverse populations. (Domain 3, 6, 7)
3. Demonstrate a commitment to **professionalism** and clinical **scholarship** with the dissemination of knowledge that translates evidence into nursing practice and promotes the ethical conduct of scholarly activities. (Domain 4, 9)
4. Design **quality and safety** initiatives to minimize the risk of harm to patients and providers across complex healthcare environments. (Domain 5)

5. Utilize clinical analytics, **informatics and healthcare technologies** for the evaluation and improvement of individual, population, and systems-based outcomes. (Domain 8)
6. Develop lifelong learning strategies that promote **personal, professional, and leadership development**. (Domain 10)

MSN Program Goals
The goals of the Master of Science in Nursing program are to:
1. Foster development of leaders committed to advancing professional nursing excellence;
2. Prepare nursing leaders who integrate knowledge, skills, and values in their professional practice within a global community; and
3. Achieve a community of life-long learners who are able to actively shape the future of nursing and health care.

MSN Expected Student Outcomes
Graduates of the Master of Science in Nursing program at Millikin University are able to:
1. Develop core **knowledge for nursing practice** competencies and values modeling **person centered care** within **diverse populations** which span the continuum of prevention to disease management. (Domain 1, 2, 3)
2. Relate a commitment to ongoing personal professional development through a **scholarship of nursing** that will transform health care through **a core value of quality and safety** to minimize risk of harm to patients and providers. (Domain 4, 5)
3. Integrate **system-based practice** through the use of evidence-based practice, **interprofessional partnerships** and **healthcare informatics** to provide safe, high quality and efficient health care services. (Domain 6, 7, 8)
4. Demonstrate nursing **professionalism** through **personal, professional and leadership development** utilizing self-reflection to foster personal health, resilience, and well-being while developing skills of life-long learning. (Domain 9, 10)

Core Concepts of the School of Nursing Curriculum
Four core concepts – persons, environment, health, and nursing – are embedded in the SON mission, program goals, and student learning outcomes. The core concepts of the curriculum are: persons, environment, health, and nursing. Sub-concepts, listed under each category, guide curriculum development in the School of Nursing.

Persons
- Individuals, families, groups, communities, and populations
- Clients, consumers, customers, citizens, and human subjects
- Human Experience: Values, preferences, spiritual beliefs, support network, engagement, lifespan
- Function: Independent, interdependent, and dependent roles

Environment
- Diverse populations
- Health care delivery systems
- Economic, financial, political, regulatory and ethical influences
- Change
- Technology and information systems

Health
- Health-illness continuum across the lifespan
- Health promotion
- Palliative & end-of-life care, quality of life

- Clinical prevention and population health
- Prevention and harm-reduction

Nursing
- Providers of safe, high-quality healthcare
- Holistic, patient-centered, and outcome-based care
- Culturally-competent
- Professional values and leadership behaviors
- Evidence-based practice
- Inter- and intra-professional collaboration
- Application of nursing process
- Life-long learning

School of Nursing MSN Options

There are currently (*) two options within the School of Nursing MSN Program at Millikin University.

- MSN Nurse Educator (NE) is for RNs who already have a BSN degree. Graduates are prepared for teaching in schools of nursing, continuing education programs, or staff development. Graduates will be eligible to take the Certified Nurse Educator examination from the National League for Nursing (NLN).

- MSN The Master's Entry into Nursing Practice (MENP): Pre-licensure (MENP-PL) is for individuals (non-nurses) who hold a non-nursing bachelor's degree and are preparing to enter the nursing field with an MSN. Students will be eligible to take the National Council of State Board of Nursing Licensure Exam in any state in the U.S. to become Registered Professional Nurses (RNs). Graduates will also be eligible to take the Certified Nurse Educator examination from the National League for Nursing (NLN).

School of Nursing DNP Options

The School of Nursing Doctor of Nursing Practice (DNP) program at Millikin offers four options of program concentrations: Nurse Anesthesia (NAP), Family Nurse Practitioner (FNP), Doctorate of Nursing Practice Advance Practice Nurse (DNP APRN) completion or Doctorate of Nursing Practice Completion in Leadership (DNP Leadership). The Nurse Anesthesia concentration is available as a full time BSN-DNP plan of study. The Family Nurse Practitioner concentration is available as either a full or part-time BSN-to-DNP or MSN-to-DNP plan of study. The DNP APRN completion for MSN-prepared advanced practice registered nurses is for APRNs and the DNP Leadership is for MSN-prepared registered nurses who want to complete the practice doctorate as their highest earned academic degree.

- DNP Nurse Anesthesia (full-time study)

  The course work in the DNP Nurse Anesthesia (NAP) prepares qualified, experienced Registered Nurses in the Advanced Practice Nursing specialty of nurse anesthesia. The NAP is jointly conducted by Millikin University and Decatur Memorial Hospital (DMH). A strong emphasis is placed upon performance learning opportunities focusing on advanced knowledge and technical skills required for unrestricted nurse anesthesia practice. The required clinical practicum consisting of approximately 2400+ hours of clinical experiences is conducted at DMH and their affiliate institutions. Once the clinical practicum experiences begin, students do not follow the traditional University semester calendar. Graduates of this program will be eligible to take the National Certification Examination offered by the Council of Certification of Nurse Anesthetists.

- DNP Family Nurse Practitioner (full or part-time study)

  The course work in the DNP Family Nurse Practitioner (FNP) prepares qualified, experienced Registered Nurses in the Advanced Practice specialty of family/across the lifespan nurse practitioner competencies. A strong emphasis is placed upon performance learning opportunities focusing on advanced knowledge and technical skills required for unrestricted family nurse practitioner practice. This educational program will follow the traditional University semester calendar and does include the summer session. Clinical experiences will be arranged and/or approved by the Coordinator and will include practice sites within Illinois. Clinical hours will expand with increasing experiences and proficiencies of the student across the program plan. Graduates of this program will be eligible to take the National Certification Examination offered by either the American Academy of Nurse Practitioners Certification Board or American Nursing Credentialing Center.

- DNP APRN-Completion Program for MSN-Prepared Advanced Practice Nurses (part-time study)

  The School of Nursing offers the opportunity for the Advanced Practice Nurse (nurse midwife, clinical nurse specialist, nurse practitioner, or nurse anesthetist) to complete the Doctor of Nursing Practice at Millikin University.

- DNP Completion in Leadership for MSN-Prepared Registered Nurses (Part-time study)

  The Doctor of Nursing Practice (DNP) completion leadership track allows registered nurses with a MSN to complete the DNP without obtaining an advanced practice degree.

MILLIKIN UNIVERSITY

Program Requirements-Graduate: MSN Nurse Educator (NE)

Semester #1 Term: Fall	Hours	Semester #2 Term: Spring	Hours
NU 513: Research & Evidence-Based Practice	3	NU 525: Project Seminar	2
NU 515: Application of Theory to Practice	3	NU 530: Healthcare Policy & Economics (1st 8 weeks)	3
NU 555: Educator Roles & Resp (2nd 8 weeks)	2	NU 542: Adv Pathophysiology	3
		NU 544: Adv Hlth Assess (34 practice hours)	3
Semester Total	8	Semester Total	11
Semester #3 Term: Fall	Hours	Semester #4 Term: Spring	Hours
NU 510: Diverse Populations (2nd 8 wks)	3	NU 535: Theories/Principles of Teaching & Learning (1st 8 weeks)	3
NU 545: Advanced Pharmacology Across the Lifespan (16 weeks)	3	NU 553: Measurement & Eval Lrng O/C	2
NU 590: Advanced Nursing Project	1	NU 578 Prof Nurse Residency (200 practice hours)	2
		NU 590: Advanced Nursing Project	1
Semester Total	7	Semester Total	8

Total Credit hours   34

Graduation Requirement: 34 hours Approved GSC 4/1/2015, NFO 4/15/2015, CPS 4/16/15, CoC 5/6/2015, Revised CoC 5/2/16;Revised NFO 2/15/17, Revised NFO 4/2021, CPS 5/21, COC 9/21; Revised NFO 2022

MILLIKIN UNIVERSITY

School of Nursing

Program Requirements: MSN MENP (Master's Entry into Nursing Practice)

Summer 1	Cr	Fall 1	Cr	Spring 1	CR
NU 501 Nursing Foundations (4 wks)	3	NU 510 Diverse Populations	3	NU 534 Mental Hlth Nsg	8
		NU 514 Care of Adults	8	NU 515 App of Theory to Practice	3
		NU 544 Adv Hlth Assess (34 hrs)	3	NU 542 Adv Pathophysiology	3
		NU 513: Research & EBP (16 wks)	3	NU 525 Project Seminar	2
Total	**3**	**Total**	**17**	**Total**	**16**
Summer 2	Cr	Fall 2	Cr	Spring 2	Cr
NU 531 Care Women & Infants (1st half)	4	NU 569 Nsg Leadership (1st 8 wks)	3	NU 578 Prof Nur Residency (200 hours)	2
NU 541 Care Child & Adoles (2nd half)	4	NU 546 Adv Care of Adults	8	NU 535 Theo/Prin Tchg/Lrng (1st 8 wks)	3
		NU 545 Adv Pharmacology	3	NU 590 Adv Nur Project	1
		NU 555 Ed Roles & Resp (2nd 8 wks)	2	NU 553 Measurement & Eval Lrng O/C (online 2nd 8 wks)	2
		NU 590 Adv Nur Project	1	NU 530 Health Policy & Econ	3
Total	**8**	**Total**	**17**	**Total**	**11**
Summer 3					
NU 551 Public Health	8				
NU 599 Adv Trans to Prof Nsg	1				
Total	**9**				

Total Credit Hours = **81**

Approved GSC 4/1/15, NFO 4/15/15, CPS 4/16/15, CoC 5/6/15, rev 5/2/16; rev & approved NFO 2/15/17
Revised and Approved GSC 12/6/17, NFO 12/13/17, CPS 1/31/18; NFO 5/20/19, GSC 12/4/19; NFO 11/22

Millikin University

School of Nursing

Program Requirements: DNP/NAP (MU-DMH Nurse Anesthesia Program)

Spring 1	Cr	Summer 1	Cr	Fall 1	Cr
NU 729 Advanced Healthcare Policy	3	NU 700 Anatomy for Nurse Anesthesia	3	NU 515 App of Theory to Practice	3
NU 748 Adv Physiology & Pathophysiology	4	NU 702 Physical Science for Graduate Nurses	3	NU 545 Adv Pharm Across Lfespn	3
NU 795 Evidence for Practice	4	NU 705 Adv Principles of Nurse Anesthesia I	3	NU 704 Pharm for Nur Anes	3
NU 701 Roles & Responsibilities Nurs Anes I	1			NU 706 Adv Principles of Nurse Anesthesia II	3
NU 703 Basic Principles of Nurse Anesthesia	3			NU 794 Org & Sys Leadership	3
Total	15	Total	9	Total	15
Spring 2	Cr	Summer 2	Cr	Fall 2	Cr
NU 544 Adv Hlth Assess	3	NU 792 Informatics for Hlthcare Imp	3	NU 797 DNP Project II	2
NU 708 Adv Principles of Nurse Anesthesia III	3	NU 709 Nurs Anes Clinical Practicum II	4	NU 793 Prin of Epidemiology	3
NU 791 Outcomes Mgt in Hlthcare	3			NU 710 Nurs Anes Clinical Practicum III	5
NU 796 DNP Project I	1				
NU 707 Nurs Anes Clinical Practicum I	3				
Total	13	Total	7	Total	10
January Term 3rd year	Cr				
NU 711 Nurs Anes ClinPrac IV	1				
Total	1				
Spring 3	Cr	Summer 3	Cr	Fall 3	Cr
NU 711 Nurs Anes Clinical Practicum IV	4	NU 712 Nurs Anes Clinical Practicum V	4	NU 713 Nurs Anes Clinical Practicum VI	6
NU 798 DNP Project III	2	NU 715 Roles and Responsibilities Nurs Anes II	2		
Total	6	Total	6	Total	6

Total DNP Track 1 credits =   88

Approved: [CC: 12-5-12] [NFO: 12-19-12] [CPS: 1-28-13] [CoC: 2-6-13] [University Faculty: 2-27-13]

Reviewed and Approved GSC 12/4/19, Revised NFO 4/21/21, Revised and Approved NFO 10/19/22, CPS 10/24/2022, COC 11/14/2022

Millikin University
School of Nursing
Program Requirements: BSN-DNP Family Nurse Practitioner Full Time

Spring 1	Cr	Summer 1	Cr	Fall 1	Cr
NU 729 Adv. Healthcare Policy	3	NU 720 DNP Writing Toolkit	3	NU 793 Prin of Epidemiology	3
NU 748 Advanced Physiology & Pathophysiology	4	NU 792 Informatics for Hlthcare Imp	3	NU 794 Org & Sys Ldrship	3
NU 795 Evidence for Practice	4			NU 544 Adv Hlth Assess	3
				NU 545 Adv Pharm Across Lfespn	3
Total	11	Total	6	Total	12
Spring 2	**Cr**	**Summer 2**	**Cr**	**Fall 2**	**Cr**
NU 515 App of Theory to Practice	3	NU 723 FNP Adults/Older Adults Management	3	NU 724 FNP Pediatrics Management	3
NU 791 Outcomes Mgt in Hlthcare	3	NU 730 FNP Clinical Practicum I (100 hours)	1	NU 731 FNP Clinical Practicum II (200 hours)	2
NU 721 NP Advanced Roles and Responsibilities	3	NU 722 Complexities of Family Systems	3	NU 796 DNP Project I (100 hours)	1
Total	9	Total	7	Total	6
Spring 3	**Cr**	**Summer 3**	**Cr**	**Fall 3**	**Cr**
NU 797 DNP Project II (100 hours)	2	NU 726 FNP Complex Care Management	3	NU 798 DNP Project III (100 hours)	2
NU 725 FNP Women's Health Management	3	NU 733 FNP Clinical Practicum IV (300 hours)	3	NU 790 BSN-DNP NP Capstone (400 hours)	4
NU 732 FNP Clinical Practicum III (200 hours)	2				
Total	7	Total	6	Total	6

Total BSN-DNP FNP program credits =   70

Approved: [GSC 110117], [NFO 111517], [CPS 112117], [COC 112717], [University Faculty 120417]

Effective for incoming class January 2023

Revisions: [GSC 040418], [NFO 041818], [CPS 042518], [COC 050718], NFO 4/21/21, CPS 5/21, COC 9/21, NFO 11/22

Millikin University

School of Nursing

Program Requirements: BSN-DNP Family Nurse Practitioner Part-Time Example

Spring 1	Cr	Summer 1	Cr	Fall 1	Cr
NU 729 Adv. Healthcare Policy	3	NU720 DNP Writing Toolkit	3	NU 544 Adv Hlth Assess	3
NU 795 Evidence for Practice	4			NU 794 Org & Sys Ldrship	3
Total	**7**	**Total**	**3**	**Total**	**6**
Spring 2	**Cr**	**Summer 2**	**Cr**	**Fall 2**	**Cr**
NU 748 Advanced Physiology & Pathophysiology	4	NU 792 Informatics for Hlthcare Imp	3	NU 793 Prin of Epidemiology	3
NU 515 App of Theory to Practice	3			NU 545 Adv Pharm Across Lfespn	3
Total	**7**	**Total**	**3**	**Total**	**6**
Spring 3	**Cr**	**Summer 3**	**Cr**	**Fall 3**	**Cr**
NU 721 NP Advanced Roles and Responsibilities	3	NU 723 FNP Adults/Older Adults Management	3	NU 724 FNP Pediatrics Management	3
NU 791 Outcomes Mgt in Hlthcare	3	NU 730 FNP Clinical Practicum I (100 hours)	1	NU 731 FNP Clinical Practicum II (200 hours)	2
		NU 722 Complexities of Family Systems	3	NU 796 DNP Project I (100 hours)	1
Total	**6**	**Total**	**7**	**Total**	**6**
Spring 4	**Cr**	**Summer 4**	**Cr**	**Fall 4**	**Cr**
NU 797 DNP Project II (100 hours)	2	NU 726 FNP Complex Care Management	3	NU 798 DNP Project III (100 hours)	2
NU 725 FNP Women's Health Management	3	NU 733 FNP Clinical Practicum IV (300 hours)	3	NU 790 BSN-DNP NP Capstone (400 hours)	4
NU 732 FNP Clinical Practicum III (200 hours)	2				
Total	**7**	**Total**	**6**	**Total**	**6**

Total BSN-DNP FNP program credits =   **70**

Approved: [GSC 110117], [NFO111517], [CPS 112117]

Revised NFO 4/21/21, CPS 5/21, COC 9/21; NFO 11/22

Millikin University

School of Nursing

Program Requirements: DNP Completion for APRNs

*Post-Master's Residency 2-4 credit hours based on MSN transcript evaluation

Spring 1	Cr	Summer 1	Cr	Fall 1	Cr
NU 795 Evidence for Prac	4	NU 792 Informatics for Hlthcare Imp	3	NU 793 Prin of Epidemiology	3
				NU 794 Org & Sys Ldrship	3
Total	4	Total	3	Total	6
Spring 2	**Cr**	**Summer 2**	**Cr**	**Fall 2**	**Cr**
NU 791 Outcomes Mgt in Hlthcare	3	NU 799 *Post-Master's Residency	1(2)	NU 797 DNP Project II (100 hours)	2
NU 796 DNP Project I (100 hours)	1			NU 799 *Post-Master's Residency	1(2)
Total	4	Total	1(2)	Total	3(4)
Spring 3	**Cr**				
NU 798 DNP Project III (100 hours)	2				
Total	2				

DNP Completion Total Credit Hours =   23-25

Transfer/completion of Core MSN courses: 18 credit hours

Core Advanced Practice MSN: Based on transcripts

Approved: [CC: 12-5-12] [NFO: 12-19-12] [CPS: 1-28-13] [COC: 2-6-13] [University Faculty: 2-27-13] revised 05-2015

Version:9-14-2016

Effective for incoming class January 2023

Millikin University

School of Nursing

Program Requirements: DNP Completion Leadership

*Post-Master's Residency 2-7 credit hours based on
MSN transcript evaluation

Spring 1	Cr	Summer 1	Cr	Fall 1	Cr
NU 795 Evidence for Practice	4	NU 792 Informatics for Healthcare Imp	3	NU 793 Principles of Epidemiology	3
MB 587 Seminar in Business Topics	3			NU 794 Org & Sys Leadership	3
Total	**7**	**Total**	**3**	**Total**	**6**
Spring 2	Cr	Summer 2	Cr	Fall 2	Cr
NU 791 Outcomes Mgt in Healthcare	3	NU 789 *Leadership Residency (100-200 hours)	1(2)	NU 797 DNP Project II (100 hours)	2
NU 796 DNP Project I (100 hours)	1			NU 789 *Leadership Residency (100-200 hours)	1(2)
Total	**4**	**Total**	**1(2)**	**Total**	**3(4)**

Spring 3	Cr
NU 798 DNP Project III (100 hours)	2
NU 789 *Leadership Residency (100-200 hours)	1(2)
Total	**3(4)**

DNP Completion Total Credit Hours =   27-30

Approved: [NFO: 9/6/23] [CPS: 9/18/23] [CoC: 10/9/23]

School of Nursing Policies

Non-Discrimination Statement
Millikin University is committed to creating a campus culture that respects and values diversity. At Millikin, diversity is seen in broad terms, including race, ethnicity, socio-economic status, gender, disability, national origin, religion, sexual orientation, and age. The School of Nursing adheres to and supports the statement on diversity found in the *Millikin University Bulletin.*

Students who have a disability and require any auxiliary aids, services, or accommodations, should contact their School of Nursing advisor and the Office of Student Success to discuss their particular needs.

The School of Nursing's *Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities* may be found in Appendix A.

Confidentiality of Student Records
Student records in the School of Nursing are confidential, and will not be released from the University without the written consent of the student. Students will not be asked to waive their right to this confidentiality. Faculty may require the student's written permission prior to providing any type of reference.

Admission Policies
Regardless of whether the student status in the graduate program is a non-degree seeking student, a student with provisional admission, a degree seeking student with an RN license, or a degree seeking non-licensed student, the student must comply with the School of Nursing graduate program (MSN and/or DNP) and course expectations. Admission policies specific to the graduate program can be found in the *Millikin University Bulletin.*
- *Transfer Credits*
  No transfer grades will be included in calculating GPA for the MSN and/or DNP program. No grade below a B- will be accepted for transfer credit in the MSN or DNP program. No anesthesia courses will be accepted for transfer to the DNP NAP.
- *Student Contact Information*
  Graduate students must keep the SON Office informed of current phone numbers and addresses to ensure accurate contact information is available. This is important in case of emergency and for notifying students of cancellation of classes or residency experiences due to weather, or other unexpected events.
- *Non-degree Seeking (Student-at-Large)*
  Eligible students may enroll in a maximum of nine (9) credits of graduate coursework without a completed, formal application to the Graduate Programs with permission of the chairperson and/or director as space permits.   Non-degree seeking students may apply for degree-seeking status at any time by completing the full formal application process. Up to 9 credits, with an earned grade of B- or above, may be taken as a non-degree seeking student and applied toward completion of a Graduate Program. (See Appendix F)

Emergency Preparedness Policy
It is the responsibility of each student to be familiar with the Millikin University Annual Security Report, commonly called the "Keep Safe on Campus Booklet". This publication explains in condensed form the University policies and procedures regarding a wide range of safety and security concerns. It is available online via the Millikin University Public Safety website page and directly

at *https://millikin.edu/sites/default/files/ps-keepsafecover-0719-web.pdf* . Hard copies of this report are available in various campus locations and available 24/7 at Millikin University Office of Public Safety in Walker Hall. Also on the Millikin University Public Safety webpage you can find the synopsis of the Millikin Emergency Preparedness plan. Within LTSC and other primary academic buildings, you will find synopsis emergency action plans posted at the entrance to the stairwells and near the elevator.

Each student is responsible for knowledge of emergency and safety procedures within each clinical agency. Agencies may have requirements for completion of specific training modules.

Should an emergency situation arise during a clinical/offsite experience, students must verify their location and condition by the quickest and safest means available: the direct supervising faculty or the School of Nursing (217) 424-6348 or as otherwise directed by the supervising faculty.

Social Networking Policy
Social networking is a common media for communication, and the options for communicating and interacting online are continually expanding and changing. The following points are intended to guide students who use digital media such as but not limited to Facebook, Twitter, Instagram, texting, and blogs as a form of communication. The following guidelines have been established by Millikin University School of Nursing to assist individual digital media users in making good decisions to protect themselves and the rights of others. All communication must be:

1. Ethical - "Nurses must not transmit or place online individually identifiable patient information" (A.N.A. 2011). Postings containing information that has the potential to identify a patient/client violates HIPPA Federal Privacy Laws, state law, and Millikin School of Nursing policies. Patient/chart identifiers are present in many varieties, including but not limited to age, diagnosis, room number, and the health care institution name. Social media postings are automatically stamped with the posting date and time which might serve as an additional identifier. Photos and/or any other type of patient/client identifier may not be used in any form of personal communication.
2. Respectful - "Nurses should understand that patients, colleagues, institutions, and employers may view postings" (A.N.A. 2011). All communication must be respectful to Millikin University School of Nursing, its faculty, student colleagues, patients, and professional nurse colleagues at affiliated clinical sites. Digital communication is not to be used to harm the reputation or Millikin University School of Nursing of affiliated clinical sites.
3. Accountable and accurate - "Nurses should take advantage of privacy settings and seek to separate personal and professional information online" (A.N.A. 2011). Make it clear that your opinions are exactly that and do not represent the opinions of Millikin University School of Nursing or an affiliated clinical site. Always use first person when posting remarks. Use your personal e-mail as your primary identification rather than your Millikin e-mail.
4. Professional - "Nurses must observe ethically prescribed professional patient-nurse boundaries" (A.N.A. 2011). Be aware that professional habits affect how nurses are viewed by colleagues and patients. Be certain that the content of communication will not cause colleagues and/or patients to lose trust in you as a professional.
5. Social networking is prohibited while in the clinical facility and in class. This creates security risks, potential HIPPA violations, and displays unprofessional conduct.
6. Recognize that you are legally responsible for everything that you post online. "Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities" (A.N.A., 2011).

Violation of this policy may lead to disciplinary action up to and including suspension or dismissal from the Millikin University School of Nursing.

Finally, exercise extreme caution when posting personal photos on social networking sites. There is no assurance the online postings are private; therefore photos may land in the hands of those for whom they were not intended. Employers are now accessing Facebook to learn information about potential employees. Although students may take for granted that their personal social networking is private, postings are public and may be interpreted differently than intended by the author.

Reference: American Nurses Association. (2011, September). *Principles for social networking and the nurse.* Silver Spring, MD: A.N.A.

<p style="text-align:center">Progression in the Graduate Program</p>

Academic Standing for the MSN Program:
- Student must maintain both a GPA of 3.0 for progression and successfully complete coursework, the residency/practice requirement, and the advanced nursing project to be eligible for graduation.
- Continuous enrollment must be maintained until all graduation requirements are met. Student who fail to do so must apply for readmission.
- To remain in good academic standing, MSN nursing students must earn a minimum of a B in each course.
    1. If a student earns less than a B in any graduate course, the student must initiate a discussion with their academic advisor or department chair.
    2. A student may receive one final course grade of C and progress in the program contingent upon a student-initiated meeting with their advisor.
    3. A second course grade of C results in dismissal from the graduate program regardless of GPA.
    4. Graduate students may petition the SAPR Committee to have extenuating circumstances considered on a case-by-case basis. The committee may require additional conditions for continuance or readmission to the program.
    5. If a student receives a course grade below B in the MENP track of the MSN, the student will be placed on probation until the end of the next course.

Academic Standing in the DNP Program:
Students must earn a minimum of a B in all graduate courses for progression and successfully complete all course work, residency/practice requirements, and the DNP Project to be eligible for graduation. Continuous enrollment must be maintained in the graduate programs until all graduation requirements are met. Students who fail to do so must apply for readmission.

1. A course grade of less than B can result in dismissal from the program regardless of GPA.
2. A student may repeat only one course in the DNP program, but must have approval of the Student Admissions, Progression, & Retention (SAPR) Committee (See Appendix B); and,
3. DNP NAP students are also referred to the Grading Policy in the *RNAI Handbook*.

Repeating a Nursing Course:
A student may repeat only one course in the DNP program, but must have approval of the Student Admissions, Progression, & Retention (SAPR) Committee (See Appendix B)

Incomplete grades: See the University policy on incomplete grades. An incomplete grade may impede progression in the subsequent semester and consequently the sequential courses.

Time Limit to Complete Degree:
Students are referred to the MU Bulletin under which they were admitted for specifics regarding the time limits for degree completion. DNP NAP students are also referred to the RNAI handbook for completion requirements.

MSN Project:
The MSN Project is developed and implemented in collaboration with the MSN student's project chair. Communication with the project chair and collaboration to establish a project timeline is the student's responsibility. Students must maintain continuous enrollment in the SON while completing the Advanced

Nursing Project. Please refer to the *MSN Project Guidelines* booklet for further instructions. Committee approval of the student's Project is required prior to graduation.

DNP Project
The DNP Project is developed and implemented in collaboration with the DNP student's project chairperson. Students must maintain continuous enrollment in the SON and in Project III until DNP Project completion (see DNP Project and Residency Handbook). Committee acceptance of the student's DNP Project is required prior to graduation.

Withdrawal from the Graduate Program
A student who withdraws from the program for any reason must complete the following in accordance with the official withdrawal process:
- Contact the Registrar's Office to complete official withdrawal form.
- Schedule an exit interview with the Director of Student Development.
- Schedule an exit interview with the Director of the School of Nursing.
- NAP students must additionally schedule an exit interview with the CRNA Program Director.
- Students wishing to re-enter the graduate program must reapply and should contact the Millikin University School of Nursing for instructions.

Readmission/Leave of Absence
Students who, for a valid and unanticipated reason, are forced to interrupt their coursework, may reapply for readmission to the Graduate Programs. Depending upon the circumstances, readmitted students may be required to meet admission criteria again and/or repeat some coursework. Additional conditions may apply for readmission. All requests will be reviewed by the Graduate Studies Committee. NAP students should also see the "Intern Progression Policy" and "Leave of Absence Policy" in the *RNAI Handbook*.

Student Concerns/Student Grievance Procedure
It is the policy of the Millikin University School of Nursing that students are provided with a process whereby they may have their concerns considered as fairly and rapidly as possible without fear of reprisal.

Students should utilize the following format to address their concerns.

Step One:
The concern should be brought to the attention of the appropriate faculty member. A meeting between the student and appropriate faculty member should take place within **10 operating business days** of identification of concern.

Step Two:
If resolution is not achieved, the student should bring the concern before their School of Nursing Faculty Advisor within **10 operating business days** of the dissatisfactory resolution between the appropriate faculty member and student. The Faculty Advisor will give guidance regarding steps to proceeding to formal grievance procedures in the School of Nursing. The student's Nursing Faculty Advisor is available for the student throughout the process outlined.

Step Three:
Students not satisfied with the resolution of their concern as outlined in steps one and two should formulate a formal grievance addressed to the Undergraduate Chair or designee or Graduate Chair or designee, as applicable, within **10 operating business days** of dissatisfactory resolution.

The formal grievance should be prepared, signed and dated by the student and detail the following:
- A concise and specific description of the grounds for the concern
- A brief description of any attempt(s) to reach a resolution through informal discussion(s)
- A specification of the remedy the student is seeking

The student should prepare four identical copies of the written grievance and distribute as follows:
- Appropriate faculty member
- Student's School of Nursing Advisor or designee
- Undergraduate Chair or designee or Graduate Chair or designee, as applicable
- Student copy

Following distribution of the student's written grievance, the Undergraduate Chair or designee or Graduate Chair or their designee, as applicable, will investigate the grievance. The student must make an appointment with the Undergraduate Chair or their designee or Graduate Chair or their designee, as applicable, within **10 operating business days** of the distribution of the written grievance. The Undergraduate Chair or their designee or the Graduate Chair or their designee will formulate a written response to the student's concern within **10 operating business days** from the meeting between the student and the Undergraduate Chair or their designee or the Graduate Chair or their designee.

Step Four:
If the concern remains unresolved after the meeting and correspondence of the Undergraduate Chair or designee or Graduate Chair or designee, the student may appeal to the Director of the School of Nursing or their designee.

The student should forward a copy of the written grievance to the Director of the School of Nursing or their designee and schedule an appointment with the Director of the School of Nursing or their designee, both within **10 operating business days** of the dissatisfactory resolution between the Undergraduate Chair or designee or Graduate Chair or designee and the student.

The Director of the School of Nursing or their designee will investigate the grievance and may request the appropriate faculty member additionally be present at the meeting between the student and the Director of the School of Nursing or their designee.

The Director of the School of Nursing or their designee will give a written response to the student regarding their concern within **10 operating business days** following the meeting between the student and the Director of the School of Nursing or their designee.
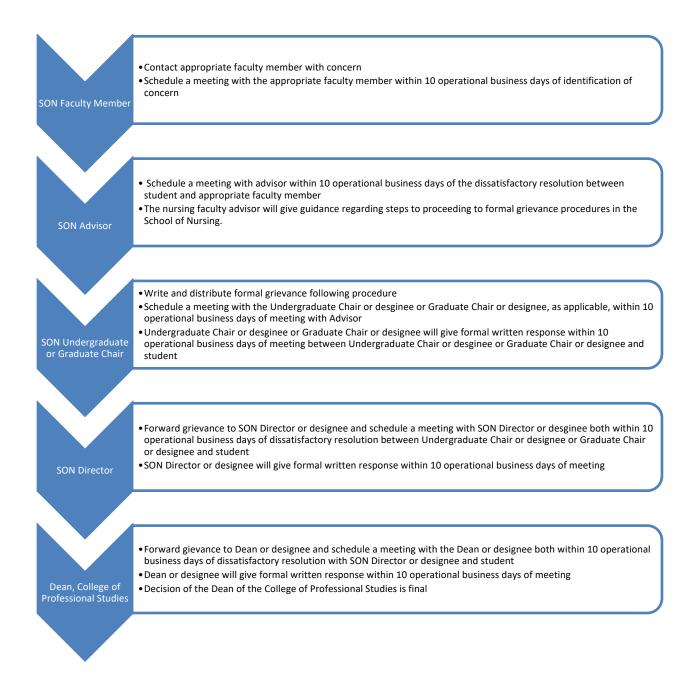
Step Five:
If the issue remains unresolved after the meeting and correspondence of the Director of the School of Nursing or their designee, the student may seek final appeal to the Dean of the College of Professional Studies or their designee.

The student should forward a copy of the written grievance to the Dean of the College of Professional Studies or their designee and schedule an appointment with the Dean of the College of Professional Studies or their designee, both within **10 operating business days** of the dissatisfactory resolution between the Director of the School of Nursing or their designee and the student.

The Dean of the College of Professional Studies or their designee will investigate the grievance and may request the appropriate faculty member additionally be present at the meeting between the student and the Dean of the College of Professional Studies or their designee.

The Dean of the College of Professional Studies or their designee will give written response to the student regarding their concern within **10 operating business days** following the meeting between the student and the Dean of the College of Professional Studies or their designee. The response of the Dean of the College of Professional Studies or their designee is final.

SON Faculty Member

- Contact appropriate faculty member with concern
- Schedule a meeting with the appropriate faculty member within 10 operational business days of identification of concern

SON Advisor

- Schedule a meeting with advisor within 10 operational business days of the dissatisfactory resolution between student and appropriate faculty member
- The nursing faculty advisor will give guidance regarding steps to proceeding to formal grievance procedures in the School of Nursing.

SON Undergraduate or Graduate Chair

- Write and distribute formal grievance following procedure
- Schedule a meeting with the Undergraduate Chair or desginee or Graduate Chair or designee, as applicable, within 10 operational business days of meeting with Advisor
- Undergraduate Chair or desginee or Graduate Chair or designee will give formal written response within 10 operational business days of meeting between Undergraduate Chair or desginee or Graduate Chair or designee and student

SON Director

- Forward grievance to SON Director or designee and schedule a meeting with SON Director or desginee both within 10 operational business days of dissatisfactory resolution between Undergraduate Chair or designee or Graduate Chair or designee and student
- SON Director or designee will give formal written response within 10 operational business days of meeting

Dean, College of Professional Studies

- Forward gievance to Dean or designee and schedule a meeting with the Dean or designee both within 10 operational business days of dissatisfactory resolution with SON Director or designee and student
- Dean or designee will give formal written response within 10 operational business days of meeting
- Decision of the Dean of the College of Professional Studies is final

Graduate Student Responsibilities/Opportunities

Advising and Registration

Faculty advisors are assigned to each student in the School of Nursing. Students will enroll in graduate nursing courses in collaboration with their advisor. Course enrollment includes registration for the full semester. Students are responsible for meeting posted dates for registration deadlines and payment of fees.

The student must contact his/her advisor during the week of Scheduling Day to schedule an advising appointment for the following semester.

Registration is to be completed by the student after meeting with their academic advisor and receiving a time ticket for said process. The student's advisor and the Director of Graduate Studies must be informed of any changes to the student's schedule made after the student completes online registration. Each student is responsible for checking their own schedule to ensure accuracy.

Graduate students wanting to <u>add a course</u> must do so by noon on the day prior to the first day of the course. The student must e-mail the advisor, Graduate Chair, and SON Administrative Assistant, who will notify the Registrar. A graduate student must withdraw from courses in accordance with the *MU Bulletin* guidelines.

Program Expenses

Graduate students are responsible for graduate tuition costs for course work and residency hours. Please see the University Bulletin or contact the Student Service Center located in Room 118 of Shilling Hall (217-424-6317) for information on tuition costs and payment schedules. Books, supplies, and resource materials are not included in tuition costs. Holds are placed on student accounts with an outstanding balance and will prevent enrollment in subsequent semesters and progression in the MSN or DNP Program. If financial difficulties arise, students are encouraged to contact the Student Service Center to discuss payment arrangements.

<u>Additional Expenses</u>

Students should be aware of additional miscellaneous expense associated with the nursing program. The following is a list of common graduate nursing student expenses but may not be exhaustive. Some examples include:

- Books and supplies
- CPR, Immunizations, Titers, Drug Screen, etc.
- Lab coat and uniforms (NAP students refer to RNAI handbook)
- Criminal history record information check (MENP and NAP students)
- Additional expenses to meet specific course and/or clinical practice setting requirements (NAP students see RNAI handbook)
- Health Care coverage costs and expenses
- Professional Liability Insurance (For all students with RN licensure)
- Costs associated with completing and binding the Final Graduate Project
- Graduation fee
- Commencement expenses (invitations, etc.) (optional)
- Nursing composite photo (optional)
- School of Nursing pin (optional)
- Review course and National Certification Exam for NAP students (see RNAI Handbook)
- National certification review course (optional) for the CNE exam

- Professional review for final project formatting by English faculty consultant or statistical consultation

MENP Students Expenses Only
- ATI (Assessment Technology Institute) testing program and materials.
- Nursing clinical bag, stethoscope, scissors, penlight, and watch with second hand.
- NCLEX-RN application fee, state licensure fee, fingerprinting fee for NCLEX-RN
- NCLEX-RN review course (optional)

Financial Assistance

Students are encouraged to contact the Student Services Center to explore financial assistance opportunities. The Student Services Center and Financial Aid Office have the most current, accurate, and complete information about the types of financial assistance available to students. Student Service Center is located in Room 118 of Shilling Hall (217-424-6317).

Campus Resources

School of Nursing Graduate Program Learning Lab: Room 110 in Leighty-Tabor Science Center is designated as space where graduate students may gather to study.

Staley Library: Librarians have specialized knowledge to assist students in accessing databases and print materials that can be helpful in preparing assignments. The librarian assisting nursing students can be reached by calling 424-3957. If you need extensive assistance, it may be advantageous to call and make an appointment to be sure the nursing librarian is available when you plan to do library research.

Collaborative Learning Spaces: Several Collaborative Learning Spaces are located in the University Commons designed to enhance small group learning utilizing enhanced technology sharing.

Writing Center: is available for assistance with written assignments. The Writing Center is staffed largely by students so it may be advantageous to call and make an appointment (424-6353) so that an appropriate person can be available to assist with graduate level writing assignment.

Math Center: is available for assistance with math assignments at 420-6666.

Information Technology (IT) Help Desk: is located in Shilling Hall. The information technology staff can help with questions about Millikin software, hardware, and e-mail, and can be reached at 424-6488

Moodle: Course management assistance is available by calling 424-3692. The Educational Technology staff can provide assistance in accessing Moodle course material.

Health and Counseling Center: is located on Fairview Avenue and can be reached at 424-6360.

Employment

The Nurse Educator Track of the MSN was designed to accommodate full-time employment status for its students. Due to the intensity of the Master's Entry into Nursing Practice track (MENP), full-time employment is discouraged in this track of the MSN program. Nurse Anesthesia Program (NAP) students in the DNP program should see the (RNAI) Handbook regarding employment.

It is important that graduate students be familiar with the degree requirements, especially the practice-hour requirements of the different tracks, so the impact of employment can be anticipated and accommodated.

All Nurse Educator (NE) and Master's Entry to Nursing Practice (MENP) students should be aware that during the semester of the residency, the student must accommodate 200 hours of practice residency.

Requesting Faculty Recommendations
It is a professional courtesy to request a faculty member's willingness to act as a personal reference prior to submitting his/her name as a reference on a résumé or application. Faculty may require the student's written permission prior to providing any type of reference. When letters of reference are required, the student should provide the faculty member with specific information to be included and allow adequate time (2-week minimum) for the letter to be composed.

Participation in University-Wide Activities
All graduate students are students of the University. As such, they have many of the same opportunities as the undergraduate students and are encouraged to participate in any campus-wide activities for which they are eligible. Because the graduate students do not pay the comprehensive fee per credit hour that undergraduate students do, there may be some activities in which they are not eligible to participate. In addition, they are ineligible to participate in collegiate athletics. Graduate students may purchase tickets to events at Kirkland Fine Arts Center at a reduced price by showing their student I.D. card. Graduate students may purchase "Flex dollars" on a card to get reduced costs for food on campus.

Sigma Theta Tau International Professional Society
Sigma Theta Tau International is available for Millikin School of Nursing graduate students. Membership is not automatic and has certain restrictions. If a student is interested in this organization, he or she should discuss this with the academic advisor or see members of the respective organizations for information, application process, and/or qualifications. Application and induction is conducted each year. Millikin SON is a member of the Nu Pi-at-large chapter along with St. John's College of Nursing.

Student Representation on School of Nursing Committees
In accordance with the Nurse Faculty Organization Constitution & Bylaws (Section 3) "Students, representing all nursing program tracks are eligible to have non-voting membership on each of the following committees: Graduate Studies (GS), Undergraduate Studies (UGS) (GS & UGS are currently under Curriculum Committee) and Student Involvement and Achievement Committees (SIAC). The students will be elected each semester, following an established election procedure. The student presidents/designates of the National Student Nurses' Association (NSNA), Alpha Tau Delta (ATD), and Sigma Theta Tau (STT) organizations will be invited to serve on the Student Involvement and Achievement Committee."

Functions of Standing Committees include:

The Undergraduate Studies Committee will:
1. Review all policies and procedures related to undergraduate programs;
2. Consider recommendations regarding programmatic and curricular matters affecting the undergraduate program and advance curricular revisions to NFO for final vote by the full faculty;
3. Assure that relevant data are collected and analyzed for ongoing evaluation of program effectiveness as set forth in accreditation standards and other external evaluation indicators;

4. Use evaluation data for continuous curriculum improvement and report recommendations to NFO; and
5. Update instructional, technology, and library resources

The Graduate Studies Committee will:
1. Review all policies and procedures related to graduate programs;
2. Consider recommendations regarding programmatic and curricular matters affecting the graduate programs and advance curricular revisions to NFO for final vote by the full faculty;
3. Assure that relevant data are collected and analyzed for ongoing evaluation and improvement of graduate program effectiveness as set forth in accreditation standards and other external evaluation indicators;
4. Use evaluation data for continuous curriculum improvement and report recommendations to NFO;
5. Update instructional, technology, and library resources;
6. Oversee admission processes and criteria and finalize admission decisions;
7. Monitor graduate student projects and maintain graduate project handbooks
8. The DNP Project Oversight Committee will serve as a subcommittee of the GSC. The function of the committee is to provide oversight and recommendations to DNP students seeking approval of project proposals and initial project plans.

The Student Involvement and Achievement Committee will:
1. Advise faculty on matters related to student life within the School of Nursing;
2. Coordinate and disseminate School of Nursing publications in consultation with the Director;
3. Collect and distribute annual student involvement and achievement data for all School of Nursing programs;
4. Coordinate School of Nursing-sponsored activities highlighting student achievement;
5. Collaborate with University personnel related to student involvement and achievement;
6. Promote interest in University-sponsored organizations, activities, and professional nursing organizations; and conduct annual selection of students to the School of Nursing committees in accordance with the selection procedure. NFO By Laws Approved: 8/22/18

Student Policy Recommendations
The Nurse Faculty Organization of the School of Nursing approves policies for nursing majors. Any suggestions made in relation to policies which will help nursing majors or the professional program are welcomed and may be initiated by contacting student representatives of the above committees, a faculty member, or the Director of the School of Nursing.

Course and Practice Setting Policies

Attendance
Students are expected to attend all classes, campus labs, clinical, and scheduled residency or practicum experiences. A student who will not be in the clinical area due to illness or any other reason must notify the faculty member, clinical agency and/or preceptor as soon as possible prior to the experience in order to ensure that assigned patients receive proper care. The student may be expected to show proof of illness or other reason for their absence. Due to careful planning required for valuable clinical experiences and the number of students assigned to each clinical area, it is difficult to make up missed clinical experiences. Therefore, missed clinical experiences may result in an inability to progress in the program. Students should consult course syllabi and NAP students should review the RNAI handbook regarding specific attendance policies.

Documentation Requirements
Graduate students are responsible for their actions and are held accountable by the School of Nursing, the practice settings, and to the individual clients for whom they care. In addition, the School of Nursing requires that students meet all practice setting requirements and expectations. For protection of students and patients, up-to-date and continuous documentation from admission through graduation of all the following is mandatory (see Appendixes C & D for program-specific information):

- Required immunizations/screenings (rubella, varicella, influenza, hepatitis, TB)
- Life support proficiencies
- RN Licensure in Illinois
- State of Illinois criminal history record information check
- Malpractice insurance
- Health insurance coverage
- Drug screening for specific courses and possible random screenings
- Additional requirements may be announced to meet specific course and/or clinical practice setting requirements

Course Expectations
Graduate school is a major personal commitment. The Graduate Program is intended to expand the student's comprehension and capacity for scholarship, independent thought, academic rigor, and both intellectual and professional integrity. Graduate students and faculty work together to create relationships that foster freedom of academic inquiry, honesty, and mutual respect.

The intensity and design of the graduate curricula make it necessary for students to purchase texts and consult Moodle™ for assigned readings that must be completed before the first class meets. Assignments outside of class are intended to help to meet the learning outcomes within the time frame of each course offering.

Graduate Programs Grading Scale
The grading policy of the School of Nursing reflects a commitment on the part of the faculty to the relationship between theory and practice, and the need for the student to be able to apply theoretical learning to actual patient care. Regardless of the grade earned for theoretical content of a course, the student must practice at an acceptable level in the clinical portion of each course to progress to the next course. A grade of 80% or better must be earned in both the theory component and clinical laboratory component of each clinical nursing course. A grade below 80% in either theory or clinical results in a course grade of C or below for the semester.

The Graduate Programs in the School of Nursing has adopted the following standard for numerical assignment of letter grades:

90 -100 A	80 – 89 B	70 – 79 C	60 – 69 D	Below 60 F

Written Assignments
All assigned written papers must be formatted according to the most current edition of the *Publication Manual of the American Psychological Association* (APA). Students are expected to submit written work on time. Criteria for submission and content of written assignments are established by faculty and described in each course syllabus. Questions that students may have regarding written assignments should be directed to faculty for clarification prior to the due date.

Use of Student-created Materials
Faculty may utilize examples of student course work for academic purposes such as accreditation artifact or for program development and evaluation. Individual faculty members may also use these assignments as pedagogical examples when developing promotion, tenure, or other educational portfolios. However, student-created work produced for the Advanced Nursing Project or the Doctor of Nursing Practice Project may not be used by faculty for their own personal or professional use without obtaining the student's written permission.

Distance Delivery: General Couse Information
For graduate courses that include distance delivery, please see the MU IT site for technical system requirements and resources for assistance. Online course delivery will be through the MU Moodle™ site. Online search capabilities are also required as is home internet access.

Technical Support:
Technical support is available from a variety of sources including: the Information Technology Help Desk – 217-362-6488 (available during business hours), the top of MyMillikin page – quick links drop down menu, Moodle system support. The technology staff at MU are very helpful and are another resource. Support is available from Staley Library faculty (technical support and live chat resources). If there are issues with links or other problems, please inform course faculty. Also, if there is a campus outage or system unavailability that is affecting your course work (turn in, discussions, etc), please inform course faculty.

Moodle:
As the platform used at MU, Moodle provides a password protected framework for online course work. Courses will use Moodle for: course information/updates, discussion forums, assignment submission/return, faculty commentary, posting of e-Reserves from the library (to comply with federal copyright laws). The Educational Technology webpage (http://millikin.libguides.com/ed-tech) may be a useful resource.

E-Reserves are listed for each course on Moodle separately, and include required reading links which are available only through the end of the semester, consistent with current intellectual property guidelines.

MU Email:
Check Moodle **and your MU Email** daily for updates or important announcements.

Course Evaluation and Graduate Student Feedback

Graduate students are strongly encouraged to share feedback with members of the nursing faculty to facilitate ongoing quality improvement of the student learning experience and program outcomes. Formal online faculty course evaluations are also completed by students at the end of each term.

University Closure Policy

University closure due to dangerous weather conditions or other events will be posted on the web site http://www.millikin.edu and/or Moodle™. Students should check these sites for weather-related information or call Safety and Security at 217-464-8888.

- NAP students should also see the RNAI handbook for weather policies.

Post Admission/Pre-Enrollment Graduate Student Program Requirements:

- See Appendix C and Appendix D

Additional Post Admission/Pre-Enrollment Requirements for MENP Students:

- See Appendix E

Psychomotor and Clinical Skills Checklist

> MENP students will receive a Psychomotor and Clinical Skills Checklist ("Blue Card") at the beginning of the first clinical course. The student is responsible for obtaining faculty initials at the time the skills are completed during clinical experience and bringing the checklist to the final clinical evaluation conference for each course. Students should provide their clinical instructor with a list of uncompleted asterisked skills so the instructor may provide the student with opportunities to practice the skill.
>
> The Psychomotor and Clinical Skills Checklist is copied at the clinical conference each spring semester and the copy placed in the student's file. Students are responsible for maintaining the Psychomotor and Clinical skills Checklist throughout their clinical nursing sequence.

Assessment Technologies Institute, LLC (ATI) Content Mastery Series and NCLEX-RN Preparation Program (MENP students only)

> The School of Nursing has adopted the ATI comprehensive course support and testing program to assist nursing students in their academic progress and NCLEX-RN preparation. Students are required to purchase the ATI materials and testing package as part of the fees for the first clinical course. ATI materials will be distributed out of the School of Nursing office and are not available in the bookstore. Because of the web-based testing and NCLEX-RN support that is part of the ATI package, purchasing used ATI written materials is prohibited. When used as a comprehensive program, ATI tools improve critical thinking, content familiarity, and use of the nursing process. ATI uses both written and web-based materials to provide up-to-date course support material, testing with immediate feedback, and important benchmarking data. Faculty in each course will determine how content area modules and exams will be best utilized for the course.

Graduate nursing students represent the University, the School of Nursing, and the profession of nursing while interacting with patients, health care providers, and other members of society. As such, graduate students are expected to demonstrate high standards and professional values. These can, in part, be seen in the student's compliance with Millikin University's Standards of Conduct found in the *Millikin University Student Handbook.*

Guidelines for Ethical Behavior
The Millikin graduate nursing student must practice nursing within the legal and ethical framework of the profession. The well-being of our patients is, in no small part, dependent upon the ethical delivery of care. Breaches of ethical behavior, whether they occur within the curriculum, during extracurricular activities, or external to the student's nursing curriculum may result in either failure of the course, dismissal from the program, or from the University.

Confidentiality
Strict confidentiality must be maintained for all clients encountered within the graduate nursing student's educational experience. Only information pertinent to a client's treatment and welfare is disclosed. It is disclosed only to those directly concerned with the client's care and those supervising or evaluating the student's performance. Any graduate student who fails to comply with these guidelines will be subject to review by the Graduate Studies Committee of the School of Nursing. Disciplinary action for any breach of confidentiality may include dismissal from the School of Nursing.

Academic and Professional Integrity
Honesty and integrity are vital to the purposes of the University and the nursing profession. The University policies regarding academic dishonesty are stated in the *Millikin University Bulletin* and in the *Millikin University Student Handbook.* Due to the unique nature of the clinical experience in the nursing program and the responsibility for the welfare of the patient, it is necessary for the School of Nursing to expand upon the University's definition of academic dishonesty. While the University relates violations of academic dishonesty to traditional forms such as plagiarism or cheating on exams, the School of Nursing has a broader definition. Dishonesty in the School of Nursing also relates to acts of dishonesty or misrepresentation including, but not limited to, the failure to report errors made in giving care to patients, or reporting care has been given that, in fact, has not. Any act of dishonesty may result in failure of the course and/or dismissal from the program. NAP students should also refer to the *Code of Honor* policy in the *RNAI Handbook*.

Impaired Nursing Student & Substance Use Policy

Section 50-10 of the *Illinois Nurse Practice Act*, identifies acts/practices which it deems as "unethical or unprofessional conduct" including:

> "'Impaired nurse' means a nurse licensed under this Act who is unable to practice with reasonable skill and safety because of a physical or mental disability as evidenced by a written determination or written consent based on clinical evidence, including loss of motor skills, abuse of drugs or alcohol, or a psychiatric disorder, of sufficient degree to diminish his or her ability to deliver competent patient care."(Illinois Nurse Practice Act, 2017)

As students of Millikin University, nursing students are subject and expected to abide by the drug and alcohol policies of the University (see *Millikin University Student Handbook.*) This policy states that Millikin University is a Drug-Free Zone. Clinical agencies are also a drug-free workplace.

A student, whose behavior is judged by a supervising faculty member to be impaired, unsafe, and/or inappropriate, will be removed from the clinical care setting **immediately.**

Unless medically unable, the student **must** secure and accomplish an appointment with the clinical faculty member before the next scheduled clinical day to discuss the impaired, unsafe, and/or inappropriate clinical behavior(s). The student may also be required to meet with the Director of the School of Nursing and/or the Dean of Campus Life.

If a student's drug screen comes back positive, he/she must meet with the course faculty member or the Director of the School of Nursing. If the faculty member determines that the student's reported use of a medication may have affected the drug screening results, then the student must provide evidence of a valid prescription verified by the licensed healthcare provider treating the student. In the case where the use of a medication may affect drug screening results, the test outcome will be deemed "Positive with a prescription disclaimer." In the case of a test outcome of "Positive with a prescription disclaimer," no further drug testing will be required as a consequence of the initial drug screen results.   If the student is unable to provide evidence (*) of a valid prescription verified by the licensed healthcare provider treating the student, then the student must repeat the testing within 24 hours at a testing site designated by the School of Nursing Director in consultation with the course faculty and submit to a random drug screening when directed by the faculty member at any time during the remainder of that semester.

The student consequences of the impaired, unsafe, and/or inappropriate behavior(s) and/ or a student who is found to test positive on the drug screen or to be engaged in substance(s) use will be subject to any or all of the following consequences (but are not limited to):

- Alcohol/drug/chemical screening;
- mandatory treatment, counseling, and/or remediation;
- mandatory reporting to the Illinois Department of Financial and Professional Regulation;
- referral to the Student Development Office for Student Conduct Action;
- failure for the clinical day;
- failure of the clinical course;
- and/or dismissal from the nursing program.

The refusal of the student to undergo either the initial drug screening or the subsequent drug screening when required by this policy will result in his/her dismissal from the School of Nursing and/or be subject to Student Conduct Action by the Student Development Office. The student may also be required to meet with the Director of the School of Nursing and/or the Dean of Campus Life.

Throughout this procedure, the faculty member will maintain the student's confidentiality.   All drug screen records, whether positive or negative, are kept in a secured file in the School of Nursing Director's office. Subsequently, all records are confidentially destroyed in accordance with procedures within the University and the School of Nursing.

All students enrolled in NU 410 (Mental-Health/Mental Illness) or NU 534 (Mental Health Nursing I) must submit to a drug/alcohol/chemical (hereafter referred to as "drug") screening in accordance with the following procedure as a condition of their progression in the School of Nursing. The initial fee for the drug screen for students in NU 410 and NU 534 and is covered through the Assessment Fee in the course. Thereafter, the screening costs will be the student's financial responsibility.

Professional Appearance and Nursing Uniform

General Guidelines
A Millikin graduate lab coat is required for NE, MENP and FNP students. NAP students should refer to the RNAI handbook for scrub and lab coat requirements. Name badges are required to be worn on lab coats and/or uniforms when in courses that include practice hours or for any data collection in the practice area. Students in the graduate tracks will wear name badges as follows:

- NE students will wear their MU ID;
- NAP students will wear a Decatur Memorial Hospital Anesthesia Dept. name badge;
- MENP students will wear their MU ID; and
- DNP APRN and Leadership students will wear their MU ID.

The faculty member supervising the graduate student will determine what clothing is acceptable in any given practice area. Clean khaki pants, sweaters, polo shirts, button-down shirts, and leather or athletic shoes, clean and in good repair are all examples of acceptable "business casual" professional attire. Jeans and t-shirts are not acceptable. Other inappropriate attire includes shorts, short skirts, shirts that do not cover the midriff, open-toed shoes, flip-flop shoes, or frayed pants and are never acceptable when a student is representing the Millikin University School of Nursing and/or wearing the lab coat and name tag.

- *Classroom*: NAP students are required to dress in "business casual" style in the DMH classroom setting and will wear scrubs provided by DMH in clinical. NAP students are referred to the *RNAI Handbook* for additional requirements.

- *Hygiene*: Perfumes and colognes must not be worn in clinical areas.

- *Hair*: Hair should be clean and neatly groomed; this includes clean shaven or neatly trimmed mustaches and/or beards. Hair should be of a natural hue and secured off the shoulder and away from their face.

- *Tattoos*: Visible tattoos must be covered while in the practice setting. Check with your instructor for direction.

- *Nails*: Nails must not have sharp edges that may cut or scratch clients. Nail polish, nail art, and artificial nails are not permitted. The length of the fingernails is not to extend beyond the length of the fingertip.

- *Eyelashes*: Artificial eyelashes (strip style) and eyelash jewels are not permitted.

- *Body Piercing*: Jewelry that hangs from the body may be at risk of contaminating a sterile field. Earrings must be limited to two stud-type earrings per ear. Other visible body piercing apparatus, including tongue piercing must be removed before entering the clinical area.

- *Jewelry*: Finger rings serve as a vehicle for microbial growth and may tear sterile gloves. Therefore, rings must be limited to a plain wedding band without a stone. Necklaces and bracelets are not to be worn.

MENP Student Uniforms

The MENP program students will wear an approved Millikin University uniform that consists of navy blue scrub pants and V-neck top with Millikin University School of Nursing embroidered above the left breast pocket. When choosing uniform size and style it is important to remember that pants must be hemmed as to not drag on the floor/ground when worn and lab coats must be able to be buttoned closed easily. Additional uniforms scrub tops, scrub pants, lab coats may be ordered at any time. Please contact the SON Administrative Assistant for current information about ordering uniforms.

Students may be able to wear a white long sleeve shirt under the navy uniform top in some clinical areas but not in others. Different nursing courses may have other requirements. Check with clinical faculty.

To complete the nursing uniform, students will need to supply their own:
- o Watch with a second hand
- o White, gray, navy, or black nursing or athletic shoes which are clean, in good repair, and only worn for clinical.
- o Plain white or dark hose/socks
- o Stethoscope, penlight, and bandage scissors

Representing the School of Nursing

Graduate students are expected to conduct themselves in a professional manner when representing Millikin School of Nursing in clinical agencies or in the community. Attire should be professional, including clean shoes, and clean, pressed clothing that is in good repair. Millikin School of Nursing name badge to identify the nursing student must be worn at all times that the student is in a clinical agency in a student capacity. Students are expected to use language and behaviors that are acceptable, appropriate, respectful, in good taste, and professional when representing Millikin School of Nursing.

NOTE: Failure to comply with any of the general program policies will result in an inability to meet the clinical requirement necessary for progression in the School of Nursing.

Graduation and Degree Requirements

Application for Degree
Graduation and commencement are major life events and a time for celebration. It requires advanced planning to ensure all forms have been properly filed with the Registrar by the deadline so you may receive your degree. Graduate students must have successfully completed all graduation requirements to be eligible to apply for graduation. MSN or DNP students who will meet graduation requirements early in next term and who have no more than 1 course or project finalization to complete may petition their advisor, the Director of the School of Nursing, and the Registrar to participate in commencement ceremonies. Graduate students are required to complete (including obtaining all necessary signatures) and file an **Application for Degree with the University Registrar's Office the semester <u>before</u> their** intent to graduate. If graduation is delayed for another semester, a new *Application for Degree* must be completed to notify the Registrar's Office of the student's plans.

Prior to the semester in which the student plans to graduate, the student is responsible to do the following:
1. Complete the "Application for Degree" with advisor and submit to the Registrar. Ensure the correct mailing address to issue the degree and final transcript.
2. Attend the Graduate Fair to order a cap, gown, hood and other optional graduation items. (e.g. SON nursing portraits, graduation invitations, SON pin)
3. If the student does not graduate as planned, he or she must contact the Registrar's Office to re-apply for graduation and repeat steps 1 & 2

The MSN or DNP graduates may participate in either the May or December graduation following acceptance of the application for degree. Although attendance at the Commencement is optional, students are strongly encouraged to attend this celebration to receive their degrees.

Graduate Project Presentation
All graduate students are required to do a formal presentation of their scholarly projects at Millikin University. See the MSN or DNP Project Handbook for more detail.

Graduate Celebration
A Graduate Celebration is generally held each December. Graduate students will be presented university and DMH awards. Students may also choose to have a pinning ceremony at this time, if desired.

School of Nursing Online Exit Survey
Prior to graduation, all graduate students are required to complete a confidential, on-line survey related to their educational experience at Millikin University. Survey data are used for on-going program evaluation and improvement.

ATI Comprehensive Predictor Assessment Exam (MENP)
Graduate MENP students will take the ATI comprehensive predictor assessment exam and NCLEX-RN prior to the graduate residency. The ATI exam is a useful tool for students in NCLEX-RN preparation and provides benchmarking data to help assess student readiness for the NCLEX-RN exam.

Certification of Eligibility to Take the NCLEX-RN (MENP)
The State of Illinois Nurse Practice Act sets forth the qualifications for licensure in Illinois. Applicants are referred to the website for the Illinois Department of Financial and Professional Regulation, or the state in which they are applying for licensure, for respective requirements.

The Illinois Board of Nursing makes all decisions regarding an applicant's personal history. The Director of Nursing submits a roster of graduates which certifies that each candidate has satisfactorily completed the pre-licensure requirements.

Certification Examinations

<u>Nurse Anesthesia Program</u>

NAP graduates are eligible for and required to take the National Certification Examination (NCE) administered by the NBCRNA Council on Certification of Nurse Anesthetists (CCNA) within 2 years of graduation. It is <u>strongly recommended</u> that graduates take the exam within 2 months of graduation from the program.

<u>Family Nurse Practitioner</u>

Graduates of the Family Nurse Practitioner Program will be eligible to take the National Certification Examination offered by one or both of the following: the American Academy of Nurse Practitioners (AANP) Certification Board or the American Nursing Credentialing Center (ANCC).

<u>Nurse Educator Focus</u>

Graduates of the NE and MENP programs are eligible, but not required, to sit for the national certification examination for the Certified Nurse Educator, NLN

Appendix A:
Millikin University
College of Professional Studies: School of Nursing
All Programs

Student Identification of Accommodation Needs

Legally, a college may not make a preadmission inquiry as to the existence of a disability. Due to the nature of clinical health care programs, including nursing, ALL students admitted to the School of Nursing are required to acknowledge that they have read and understand the *Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities* document of Millikin's School of Nursing as attached.

Your file will not be complete until this statement is received. Due to the confidential nature of this information, this form will not be a part of your record in Admissions, but will be a part of your file within the School of Nursing.

By signing below, I hereby certify that I have read and understand the student requirements for nursing education, including the Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities **as attached.**

Please indicate your accommodation needs below:

> **No Accommodations needed.**
> I certify that I have read and understand the enclosed *Millikin University*, "School of Nursing Minimum Performance Standards for Admission and Guidelines for Accommodating Students with Disabilities," and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted or retained in the program.
>
>
> _____   _____
> Signature of Applicant   Date

OR

<u>Accommodations needed.</u>

If a student states he/she can meet the minimum performance standards with accommodation, then Millikin University will determine whether it agrees that the student can meet the standards with reasonable accommodation. Determination of a reasonable accommodation will be considered on an individual basis and is an interactive collaboration with the disability services provider, the student, the program advisor, and the faculty member, when indicated. This process includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the enclosed Millikin University "School of Nursing Minimum Performance Standards for Admission Guidelines for Accommodating Students with Disabilities," and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Millikin University ADA 504 Coordinator to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted or retained in the program.

_____   _____

Signature of Applicant   Date

If you have answered in the affirmative regarding a disability and the need for accommodations, it is important that you contact the Millikin University ADA Coordinator in the Center for Acedemic and Professional Performance Office immediately at 217-362-6424.

Millikin University School of Nursing
College of Professional Studies: School of Nursing
All Programs

Minimum Performance Standards for Admission and
Guidelines for Accommodating Students with Disabilities

-Page 1-

The Nursing Program at Millikin University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The minimum performance standards set forth by the School of Nursing establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level professional nurse, as well as meet the expectations of the program's accrediting agency and state regulations. The following minimum functional abilities/characteristics and expectations must be met and maintained by all students admitted to the School of Nursing. In the event a student is unable to fulfill these standards, with or without reasonable accommodation, the student will not be admitted into the program and if already admitted will be dropped from the program. The standards established herein are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient care with or without accommodations.

Compliance with these minimum performance standards of the School of Nursing does not guarantee a student's eligibility for licensure. Please refer to the Nurse Practice Act in the state where you expect to work for licensure requirements. Also, completion of Millikin's nursing degree program does not automatically ensure licensure.

Functional Ability/Characteristic	Examples of Expectations
The mental capacity to observe, assimilate, analyze, synthesize, integrate information and concepts, and to problem solve.	- Transfer knowledge from the classroom to clinical practice. - Accurately process data from client charts including orders. - Prioritize the client's needs based on information gained through the nursing process. - Use measuring tools and interpret data. - Read, record, add, subtract, multiply and divide numbers. - Formulate assessment and treatment plans based on accepted standards. - Seek assistance when clinical situation requires a higher level of expertise.
The ability to communicate effectively and sensitively.	- Demonstrate respect for clients, families, and colleagues. - Collect a comprehensive history. - Respond to communication from verbal and non-verbal methods. - Establish and maintain effective working relations with clients and co-workers. - Accurately communicate numbers, calculations, and words in English in both written and verbal forms.

Millikin University School of Nursing
College of Professional Studies: School of Nursing
All Programs

Minimum Performance Standards for Admission and
Guidelines for Accommodating Students with Disabilities

-Page 2-

Functional Ability/Characteristic	Examples of Expectations
	▪ Educate patients about the nature of their illness and treatment regime. ▪ Convey information to others through verbal, written, and electronic modes in an accurate, timely and comprehensible manner.
Necessary postural and neuromuscular control, sensory function (auditory, visual, tactile, olfactory) and coordination to perform a full range of patient care functions required of the professional role.	▪ Use universal precautions as recommended by OSHA in the treatment of clients to prevent the spread of blood borne pathogens. ▪ Use accepted assessment techniques to distinguish deviations from normal and appropriately intervene ▪ Adequate sensory function: Auditory-ability to hear sufficiently for physical monitoring and assessment including verbal cues and calls for assistance, alarms, and auscultory sounds; Visual-acuity for accurate observation, assessment, measurement, reading of graphs and computer screens as well as handwriting, recognition of emergency signals, recognition of colors, and proper preparation and administration of medications; Tactile-ability sufficient to detect heat and cold, perform physical assessment functions including palpation, and properly perform therapeutic interventions, e.g., insertion of catheters, IVs, administration of .medications; Olfactory-ability to detect significant environmental and client odors. ▪ Give CPR, position, lift, and protect clients. ▪ Move independently to and from and be able to maneuver around in multiple treatment and practice sites.
Emotional stability necessary for the practice of nursing.	▪ Provide emotional support to clients. ▪ Adapt to environmental and situational changes and multiple task demands. ▪ Maintain adequate concentration and attention in all work environments. ▪ Maintain professional behavior in stressful situations. ▪ Assume responsibility and accountability for actions.

Appendix B:

Millikin University
College of Professional Studies: School of Nursing

Student Admissions, Progression, and Retention (SAPR) Petition Guidelines

Petition Deadlines: The SAPR Committee meets at regular intervals to consider petitions related to progression in and reentry into the School of Nursing.

- Petition submission deadlines are announced via e-mail sent to all nursing students. Students should monitor Millikin e-mail or contact the SAPR Chair for deadlines.
- Petitions must be received in the SAPR Chair's mailbox in the School of Nursing office by the posted deadline to have the student's case considered.

Conditions Requiring Petition: Students need to petition SAPR if they were scheduled to be in a clinical nursing course but, for one reason or another, cannot automatically progress to that course**.** Some reasons for a petition may include:

- Failure to maintain the required CGPA (see "Progression in the School of Nursing")
- Failure to earn the required grade in a specific course
- Withdrawal from a required course

Students are responsible to recognize when they have a progression concern and should contact faculty academic advisors as soon as possible to discuss options.

SAPR Petition Format and Content: Petitions should be typed or word-processed, signed, dated, and submitted to the chair of the SAPR committee by the appropriate deadline. The petition should include the following:

- Student information: name, contact information, academic advisor, level in the program, current CGPA
- Purpose of the petition
- Analysis of the factors that are interfering with progression
- Description of any extenuating circumstances
- Student's detailed action plan to ensure success should the petition be approved.

Appendix C:

Millikin University
College of Professional Studies: School of Nursing
POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS: CHECKLIST
BSN, MSN, AND DNP (APPROVED BY NFO DEC. 12, 2018)

Please use the checklist below to ensure you have completed the post-admission, pre-enrollment requirements. You **MUST** provide evidence of compliance with all of the requirements to the Millikin University School of Nursing by the date indicated below.

All evidence due to the School of Nursing (see mechanisms of submission found in the accompanying letter) by the first day of classes.

FAILURE TO SUBMIT THIS FORM AND THIS EVIDENCE to the School of Nursing by the due date may result in your being withdrawn from the nursing program/track and having a student on the wait list assigned to your spot.

The following post-admission, pre-enrollment requirements are REQUIRED. **Questions?** Please consult the *POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS: DETAILED INFORMATION -- BSN, MSN (ALL TRACKS), AND DNP* document accompanying this checklist. If you have questions, please feel free to contact the School of Nursing at 217-424-6348.

Complete	Requirement:	BSN	RN-BSN	MSN-NE	MSN-MENP	DNP-NAP	DNP-APRN FNP
☐	Evidence verifying successful completion of pre-requisite or co-requisite courses (if applicable). This evidence must be received in the Registrar's Office prior to the beginning of classes.	Required	Required	Required	Required	Required	Required
☐	Measles, Mump, Rubella evidence of immunity. See accompanying detailed information.	Required	Required	Required	Required	Required	Required
☐	Evidence of varicella immunity. See accompanying detailed information memo.	Required	Required	Required	Required	Required	Required
☐	Evidence of either a seasonal flu immunization each academic year while enrolled in clinical nursing courses or an annual signature on a School of Nursing waiver.	Required	Required	Required	Required	Required	Required
☐	Evidence of the Hepatitis B immunization series.	Required	Required	Required	Required	Required	Required
☐	Evidence of a current negative TB screening which. See accompanying detailed information memo.	Required	Required	Required	Required	Required	Required
☐	Current Basic Life Support requirements: Adult, infant, and child CPR (including obstructed airway) certification	Required	Required	Required	Required	Required	Required
Complete	Requirement:	BSN	RN-BSN	MSN-NE	MSN-MENP	DNP-NAP	DNP-APN
☐	Advanced Cardiac Life Support (ACLS) requirement	NOT required	NOT required	NOT required	NOT required	Required	NOT required
☐	Pediatric Advanced Life Support (PALS) requirement	NOT required	NOT required	NOT required	NOT required	Required	NOT required
☐	Licensure: Evidence of an unencumbered, active State of Illinois Registered Professional Nurse license	NOT required	Required	Required	NOT required	Required	Required
☐	State of Illinois criminal history record information check	Required	NOT required	NOT required	Required	Required	NOT required
☐	Malpractice insurance:	NOT required	Required	Required	NOT required	Required	Required
☐	Health insurance:	NOT required	NOT required	NOT required	NOT required	Required	NOT required

Appendix D:

Millikin University
College of Professional Studies: School of Nursing

POST-ADMISSION, PRE-ENROLLMENT (10/21/15 VERSION)

The following post-admission, pre-enrollment requirements are discussed in detail in this document. If you have questions, please feel free to contact the School of Nursing at 217-424-6348.

I.	Course pre-requisites or co-requisites
II.	Required immunizations/screenings (rubella, varicella, influenza, hepatitis, TB)
III.	Life support proficiencies
IV.	Licensure
V.	State of Illinois criminal history record information check
VI.	Malpractice insurance
VII.	Health insurance coverage
VIII.	Equipment and supplies
IX.	Student uniform
X.	Assessment Technologies Institute, LLC (ATI) Content Mastery Series and NCLEX-RN Preparation Program materials

I. Course pre-requisites or co-requisites
Please note that you may have been allowed to register for nursing courses this semester <u>contingent upon the successful completion</u> of pre-requisite courses which were to have been taken prior to this semester or enrollment in co-requisite courses. Consequently, you must have an official transcript sent to and received by the Registrar's Office by the date outlined on the checklist for any course work taken outside of Millikin University to complete a pre-requisite. If your required pre-requisite work was not successful, you will be withdrawn from your nursing (NU) courses and the nursing program in which you are enrolled. In that circumstance, a student on the wait list will be assigned your slot. Remember, in order to enter the nursing program this semester, you must have: • Successfully completed all pre-requisites required; and • Co-enrolled in any co-requisites required (if applicable).

II. Required Immunizations/Screening (Rubella, Varicella, Influenza, Hepatitis, TB)*

The required immunizations/screening exist to protect both you and your patients. In addition, our contractual relationships with our clinical agencies require that our students meet certain requirements to ensure patient safety and compliance with our cooperative agencies.

Please note that the evidence of your MMR immunity, your varicella immunity, your tuberculin (TB) screening test as well as the status of your Hepatitis B vaccination series and your influenza vaccination (or any other immunizations found to be required as a result of a nonimmune finding) must be documented by your health care provider. ***A report that you have had rubella disease or have received the rubella vaccine is NOT sufficient.*** **Self or family report that you have had varicella disease or have received the varicella vaccine is NOT sufficient.** *In addition, results demonstrating compliance must be on file in the School of Nursing office by the date outlined in the POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS' CHECKLIST to allow you entry into any clinical practice nursing courses.*

MMR (evidence of immunity)
Rubella (German Measles) can cause encephalitis in adults and birth defects in infants born to women who are infected with rubella during pregnancy. Proof of immunity is vital to protect both you and your patients. You must submit evidence of your MMR demonstrating immunity to rubella. Proof of immunity: (*Centers for Disease Control and Prevention, Epidemiology of Vaccine-Preventable Disease, 13th Edition.*)

The student born in 1957 or later must submit documentation of
- Lab confirmation of disease immunity (rubella titer*) **OR**
- Appropriate vaccination against measles, mumps, and rubella (i.e. 2 doses of live measles and mumps vaccines, given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live vaccine.
   *(Rubella titer is a blood test that gives a known status of your immunity to the rubella virus).

Varicella (evidence of immunity)
Varicella is the causative agent for both chicken pox and herpes zoster. The disease possess a serious threat for adults, especially pregnant woman and those individuals with chronic or immunosuppressive illnesses. Proof of immunity is vital to protect both you and your patients. **Self or family report that you have had varicella disease or have received the varicella vaccine is NOT sufficient.** Proof of immunity: (*Centers for Disease Control and Prevention, Epidemiology and Prevention of Vaccine-Preventable Diseases, 13th Edition*).

- Documentation of 2 doses of varicella vaccine given at least 28 days apart **OR**
- Documentation of a history of varicella or herpes zoster based on physician diagnosis. **OR**
- Lab evidence of immunity or laboratory confirmation of disease (varicella titer*).
   *Varicella titer is a blood test that gives the status of your immunity to the varicella virus.Hambrosky J., Kroger, A., Wolfe, S. (2015). *Centers for Disease Control and Prevention*

(Epidemiology and Prevention of Vaccine-Preventable Diseases, 13th Edition)
*Approved by Nurse Faculty Organization October 21, 2015

Hepatitis B:

- Hepatitis B virus is spread through unprotected contact with a variety of body fluids and can cause serious disease, including liver cancer.
- The Hepatitis B vaccines available in the USA "have been licensed and have been shown to be safe and highly protective against all subtypes of (Hepatitis B virus) HBV" (Heymann, *Control of Communicable Diseases Manual,19th edition,* American Public Health Association, 2008, page 284).
- Receipt of the Hepatitis B virus immunization series is vital to protect your health and the health of your patients.
- You MUST submit evidence that you have completed your Hepatitis B immunization series. If you have not completed the series, we must have evidence that you have started the Hepatitis B immunization series by the deadline outlined in the ***POST-ADMISSION, PRE-ENROLLMENT REQUIREMENTS' CHECKLIST***. Failure to complete the complete Hepatitis B before the next clinical course will prevent academic progression in the School of Nursing

Tuberculosis screening:

- Tuberculosis is primarily a lung disease that can be spread through the air. Less than 10% of people who are exposed to TB become ill and have symptoms. Because of this, it is important to be screened annually.
- The TB test does not prevent someone from becoming infected with TB. It simply monitors whether you have had an exposure to tuberculosis.
- Evidence that you had had a current TB screening :
    - Tuberculin Skin Testing (2-step initially prior to first clinical nursing course); OR
    - QuantiFERON-TB Gold testing (initially)
- If you are a positive reactor to the PPD skin test, you must have a chest x-ray initially and then complete an annual interview with the School of Nursing Director in order to assess for signs and symptoms of tuberculosis infection or disease. In addition, we will ask you to visit the Macon County Health Department initially for further consultation.
- NAP/DNP See NAP student handbook for TB testing.

Most of these tests/immunizations are available on campus through the Health and Counseling Center; however, the rubella and varicella immunizations are not. You may also obtain them from your health care provider or through local health departments. The Millikin Health and Counseling Center is located at 150 S. Fairview Avenue (on the corner of Fairview Avenue and Wood Street across from the DISC). Please contact the Health and Counseling Center Coordinator, at 424-6360 for further information.

All evidence of immunizations and/or results of screenings must be submitted on letterhead from the testing facility or signed by your health care provider.

(** Please note that if you are immunocompromised, pregnant, or become pregnant soon after receiving live virus vaccines, you may be at an increased risk for illness or your unborn child may be at risk for birth defects or illness. You should consult with your physician or advanced practice nurse prior to receiving immunizations using live viruses.

Seasonal Flu Vaccine:

- Influenza is a very serious threat to the vulnerable populations with whom our students work. Every year in this nation, health care workers infect thousands of patients. It is very important for the safety of all patients that their health care providers be inoculated each year against the seasonal influenza vaccine. It is also a requirement of our clinical agencies.
- Therefore, students in the School of Nursing must receive the most current seasonal flu immunization each academic year while enrolled in clinical nursing courses. Every student in clinical must have the seasonal influenza vaccine. The seasonal influenza vaccine is a "dead" virus formulation and does not cause influenza. It is, in rare instances, possible to receive a waiver. A waiver may be signed for medical or religious reasons but must be accompanied by signed documentation from doctor or clergy. The waiver form is available in the Dean of Student Development Office.
- **Please note that some clinical agencies may require that you to wear a mask during influenza season if you have not been immunized. In some cases, you may not be allowed into an agency (e.g. in the case of a flu outbreak) if you are not immune.**
- This requirement is fulfilled in the fall semester when seasonal flu vaccines become available.

III. Life support proficiencies

Basic Life Support (CPR) requirements

Our clinical agencies require that all undergraduate and graduate students complete an approved Cardiopulmonary Resuscitation course. Either the American Heart Association or the Red Cross course is acceptable as long as you complete the adult, infant, and child CPR components (including obstructed airway).
- A copy of your CPR card must be on file in the School of Nursing office by the deadline outlined on the first page of this communication.
- It must remain current through *the entire upcoming semester*. Subsequent CPR must be good through the next (entire) semester.
- You may wish to check hospitals in your hometown about offerings for CPR classes, but remember this evidence must be on file in the School of Nursing office by the deadline outlined on the initial communication of this packet.

Advanced Cardiac Life Support (ACLS) requirements
All Nurse Anesthesia Program students must have an approved and current Advanced Cardiac Life Support course.

Pediatric Advanced Life Support (PALS) requirements
All Nurse Anesthesia Program students must have an approved and current Pediatric Advanced Life Support course.

IV. Licensure

Registered professional nurses (RNs) enrolled in the undergraduate RN-BSN completion program,, R.N.'s enrolled in the Nurse Educator curriculum, and registered nurses enrolled in the DNP program must provide evidence of an unencumbered, active State of Illinois Registered

Professional Nurse License. R.N.'s enrolled in the APRN completion program must provide evidence of an unemcumbered, active State of Illinois Advanced Practice Nursing License.

V.	State of Illinois criminal history record information check

The State of Illinois requires that any individual delivering care to vulnerable patients has a criminal history record information check completed. Students in the following programs are required to have a State of Illinois criminal history record information check:

Undergraduate Program:
- BSN (Traditional, pre-licensure) (required)
- BSN (RN-BSN, licensed RNs) (NOT required)

Graduate Program:
- MSN: Nurse Educator [NE], (licensed RNs) (NOT required)
- MSN: Master's Entry into Nursing Practice [MENP], (pre-licensure) (required)
- DNP Nurse Anesthesia Program: (required. Refer to RNAI Handbook for this requirement
- DNP APRN/FNP (licensed RNs and APNs): (NOT required)

BSN & MENP Enrollees Background Check Process:

Castlebranch handles all School of Nursing student healthcare requirements and background checks. It will be your responsibility to complete the background check and upload the required immunizations and signed paperwork to Castlebranch for tracking. Your Castlebranch account can be accessed on a computer or mobile app and will send you notifications regarding compliance deadlines. Once you create an account and pay the one-time fee, you have lifetime access to your records.

 If you have any questions, please contact Castlebranch Help Desk at (888) 723-4263, Option 1.

- Go to https://portal.castlebranch.com/IK16
- Click on **PLACE ORDER**
- Click on **+ Please Select** and choose **Graduate Nursing**: **IK17: Background Check – Compliance Tracker**
- Read the instructions carefully, check that you have read the information and continue to payment page. You will pay a one-time fee of **$97.00**.
- Once you complete the background check and upload documents, within 48-72 hours the system will notify you and the SON office that the information has been uploaded and results are available.

Step 1: Background Check

Complete required information and submit for background check. Results will be sent to the School of Nursing office for review when complete.

Step 2: Upload Healthcare Requirements

1. Immunization Records (See MSN-MENP Requirement Checklist)

2. Seasonal Flu Shot (when available)
3. Two-step TB Skin Test (two-step must be administered at least one week apart) OR QuantiFERON-TB Gold testing, and Results

Step 3: Sign, Date and Upload School of Nursing Documents
1. Clinical Consent Form
2. Graduate Handbook Receipt Form
3. Appendix E Disclosure Statement Form
4. Student Identification of Accommodation Needs Form

Upload the Background Check, Healthcare Requirements and School or Nursing Documents to your Castlebranch account no later than June 28, 2021.

VI. Malpractice insurance

Pre-licensure students:

All pre-licensure students (BSN traditional & MSN MENP) are covered by the University's insurance certificates. They are not required to purchase malpractice insurance.

- BSN: Traditional BSN pre-licensure, (NOT required)
- MSN Master's Entry into Nursing Practice [MENP], pre-licensure (NOT required until after they have successfully completed the NCLEX; then malpractice insurance is REQUIRED to continue in the practicum courses)

Licensed Professional Registered Nurses:

All students who have a Professional Registered Nurse license are required to purchase malpractice insurance. There are a number of insurance underwriters who provide this coverage. In some cases, you may add a rider to your home owner's insurance.

- BSN RN-BSN, (licensed RNs) (required)
- MSN Nurse Educator [NE], (licensed RNs) (required)
- DNP Nurse Anesthesia Program [NAP] (licensed RNs) (required, but obtained through Decatur Memorial Hospital) the semester prior to clinical starts
- DNP APRN completion (licensed RNs and APNs) (required)

VII.	Health insurance

Pre-licensure students:

Individual health insurance is strongly suggested for each pre-licensure student. Pre-licensure students (BSN traditional & MSN MENP) in the School of Nursing are fully responsible for their own health care costs.

- o BSN Traditional BSN pre-licensure, (NOT required; strongly suggested)
- o MSN Master's Entry into Nursing Practice [MENP], pre-licensure (NOT required; strongly suggested)

Licensed Professional Registered Nurses:

Individual health insurance is strongly suggested for each student who is a licensed professional registered nurse. These students in the School of Nursing are fully responsible for their own health care costs. Please note, however: Proof of health insurance is required for the DNP, Track 1: Nurse Anesthesia Program (NAP).

- o BSN RN-BSN, licensed RNs, (NOT required; strongly suggested)
- o MSN Nurse Educator [NE], licensed RNs, (NOT required; strongly suggested)
- o DNP Nurse Anesthesia Program [NAP], (REQUIRED, but may be obtained through Decatur Memorial Hospital).
- o DNP APRN completion for MSN Prepared Advanced Practice Nurses, (NOT required; strongly suggested)

VIII.	Equipment and supplies

Pre-licensure students (BSN traditional & MSN MENP) in the School of Nursing enroll in courses in which laboratory fees are assessed to offset the costs of laboratory/clinical/practice expenses. This laboratory fee covers the cost of the Millikin University School of Nursing tote bag with clinical practice supplies and the School of Nursing name tag as well as other costs associated with laboratory courses. An additional assessment fee associated with the first clinical/practice course covers the cost of the ATI assessment materials and subsequent assessment testing.

In addition, please purchase the following:
- A quality stethoscope which has both a bell and a diaphragm auscultating surface; available at any uniform shop, on-line, or may be available at the Millikin University Bookstore;
- A pocket penlight; and
- Nursing bandage scissors.

IX.	Student uniform

The Millikin University School of Nursing has a specified uniform, dependent upon the program and track. With the exception of the Nurse Anesthesia Track (NAP) uniform, all student uniforms will be available for purchase prior to each semester. You will have an opportunity to try on different sizes of lab coats and uniforms before ordering.
- The cost for one uniform and one lab coat complete with the Millikin University logo on them is approximately $105 for female and $110 for male.

- To complete your nursing uniform, you will need to supply your own watch with a second hand as well as socks/hose and shoes in accordance with the policies and procedures outlined in the School of Nursing Student Handbooks.

X. Assessment Technologies Institute, LLC (ATI) Content Mastery Series and NCLEX-RN Preparation Program materials

Applicable to pre-licensure students only:

The School of Nursing has adopted the ATI comprehensive course support and testing program to assist pre-licensure (BSN traditional & MSN MENP) nursing students in their academic progress and NCLEX-RN preparation. When used as a comprehensive program, ATI tools improve critical thinking, content familiarity, and improved use of the nursing process. ATI uses both written and web-based materials to provide up-to-date course support material, testing with immediate feedback, and important benchmarking data. Students are required to purchase the ATI materials and testing package as part of the assessment fee for the first clinical/practice course. The amount normally is charged to your student account and the materials will be ordered on the student's behalf. Some semesters students are billed directly. Students can expect the cost for materials and testing in addition to other textbooks for the course. ATI materials will be distributed out of the School of Nursing office and are not available in the bookstore. Because of the web-based testing and NCLEX-RN support that is part of the ATI package, purchasing used ATI written materials is prohibited. Faculty in each course will determine how content area modules and exams will be best utilized for the course.

Materials include:
- **Content area review modules:**
  - Nursing specialty area specific
  - Summary review
  - Application exercises
- **Non-proctored internet-based exams:**
  - Help students assess content strengths and weaknesses
  - Provide immediate feedback on all response options in an interactive format
  - Provides a performance report to enhance student awareness
- **Content Mastery Exam:**
  - Administered at the end of each nursing content course
  - Provides a proctored, standardized assessment of the specific content area
  - Correlates with NCLEX-RN preparation package to enhance directed study
- **Licensing exam preparation including the proctored RN Comprehensive Exam:**
  - Assesses nursing content and knowledge level, nursing process, and critical thinking.
  - Utilized to help plan directed study for successful NCLEX-RN outcome.

Appendix E:

Millikin University
College of Professional Studies: School of Nursing

Criminal History Record Information Check and Drug Testing

DISCLOSURE

Your file will not be complete until this statement is received. Due to the confidential nature of this information, this form will not be a part of your record in Admissions, but will be a part of your file within the School of Nursing.

By signing below, I hereby certify that I have read and understand the student requirements for nursing education.

1. I understand I must complete this School of Nursing (SON) disclosure form to progress in the SON.

2. I understand that I may be denied approval to sit for the NCLEX-RN or to be licensed as an RN in certain states if I have been convicted of a felony.

3. I understand that some of the clinical learning settings used by the School of Nursing may conduct additional criminal background check of students to ensure safety of their vulnerable populations.

4. I understand some of the clinical learning settings may also require drug screening before permitting students to be in the clinical setting.

_____ _____ _____

Name (Printed)   Name (Signature)   Date

If you have any questions concerning any of this information, please contact the Director of Millikin University's School of Nursing at 217-424-6348.

PLEASE RETURN THIS FORM to: Director, School of Nursing, Millikin University, 1184 W. Main St., Decatur, IL 62522

12/01, 4/13, 5/14, 6/15, 6/16

Appendix F:
MILLIKIN UNIVERSITY
College of Professional Studies: School of Nursing

Graduate Nursing Program
Internal Policy: Non-degree Seeking Student

Qualified external students with a bachelor's degree from an accredited institution may enroll in a maximum of nine (9) credit hours of graduate study as non-degree seeking, or "visiting" students. Currently enrolled undergraduate BSN students may be eligible to concurrently enroll in a graduate course with permission (see undergraduate handbook). The core graduate courses that non-degree seeking students or current undergraduate students may take on a space-available basis are:

- NU 510: Diverse Populations
- NU 512: Graduate Statistics
- NU 515: Application of Theory to Practice
- NU 530: Healthcare Policy & Economics
- NU 535: Principles of Teaching & Learning in Nursing
- NU 542: Advanced Pathophysiology
- NU 545: Advanced Pharmacology Across the Life

I. The process for non-degree seeking external students is as follows:
   1. The student should complete an online application as a Visiting (Non-degree Seeking) Student
   2. The Application Specialist in Admissions will process the application and forward it to the Administrative Assistant in the School of Nursing
   3. The SON Administrative Assistant will contact the student and request Official Transcripts of all college degrees/ courses taken by the applicant and create an informal file
   4. Once received, SON Administrative Assistant will forward the application and transcripts to the Director/Graduate Chair of the SON along with which class the student requests
        a. Original transcripts and the application are sent to the Registrar in a red folder with a typed label including last name first, first name and ID. (This is their "official file that is kept in the Registrar's office for 5 years).
        b. A copy of the transcript and application are kept in the file in the SON
        c. The Graduate Chair will be the academic advisor for non-degree seeking students
   5. A request to approve the student's enrollment will be sent to the faculty teaching the course
   6. When approved by the faculty, the Administrative Assistant in the SON will notify the student that they may register for the class(es) and send them information about:
        a. User ID
        b. Email
        c. How to get a student ID and parking pass

Approved May 23, 2016