

Student Handbook

# Doctor of Nursing Practice

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2018-19 academic year

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## Clarkson College Mission Statement

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Preparing students to professionally provide high quality, ethical and compassionate health care services.

## Clarkson College Nursing Program Mission Statement

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Preparing students to professionally provide high quality, ethical and compassionate health care to individuals, families, communities and populations.

### Program Accreditation

The **Doctor of Nursing Practice** program is a candidate for accreditation from the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850 Atlanta, Ga. 30326 PH 404 975 5000 [acenursing.org](http://acenursing.org)

### Notice

The information in this handbook is intended to be informational and **not** contractual in nature. Clarkson College reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the Nursing program, Administration or Board of Directors deems is in the best interest of Clarkson College and its students.

### Notice of Non-Discrimination

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## Welcome

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Welcome to the Doctor of Nursing Practice (DNP) Program at Clarkson College in Omaha, Nebraska. We are eager for you to have an exciting and rewarding experience as you progress through the program. You bring a unique background and knowledge base to graduate study. The faculty and administration of Clarkson College are here to guide and facilitate your transition from your current role to a doctoral-prepared nurse. We are confident this experience will be an exciting, intense and a rewarding one with numerous activities and opportunities to expand your knowledge base.

### INTRODUCTION

To facilitate your learning plans and advanced professional development, we have compiled important materials and information in this handbook. The purpose of this handbook is to:

- State the Mission and Values of Clarkson College with the objectives of the DNP program.
- Provide an overview of the curriculum in the DNP program.
- Specify actions and responsibilities involving you and the College that will ensure smooth transitions into and through the components of the program.
- Assist you to integrate technology-based learning modes with the application of knowledge and skills unique to the doctoral degree prepared nurse.

## Nursing Program Philosophy

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We, the Nursing faculty of Clarkson College, believe we possess the knowledge, skill and attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of knowledge. Consistent with the Clarkson College Values, the Nursing faculty value Learning, Caring, Commitment, Integrity and Excellence in our professional relationships. We are dedicated to the dignity, health and spiritual needs of people. We are committed professional nurse educators who foster nursing education in a caring environment.

We believe the study of nursing is consistent with and fosters the Mission and Values of Clarkson College. Our beliefs regarding human beings, environments, health, education, nursing education and nursing are contained within the Nursing program's philosophy. A *human being* is an individual who consists of a mind, body and soul developed through interpersonal relationships and influenced by environment, culture and health. *Environment* is a set of dynamic, physical, cultural, political and economic conditions that influence the lives of individuals, families, communities and populations. The *individual* is in constant interaction with an ever-changing global environment. Nursing recognizes the impact a person's environment has upon health. *Health* is an individually perceived dynamic state of well-being. *Nursing* is a humanistic and scientific care discipline and profession.

We profess that *education* is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized learning experiences and evaluating subsequent outcomes. We ground *nursing education* in the totality of the human experience through the study of the humanities, arts and sciences within the scope of nursing practice. We believe students are partners in the educational process and encourage learning by discovery, curiosity, clinical decision making, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community and celebrate the diversity of human beings.

We believe there are various educational levels within nursing. The baccalaureate and graduate nursing programs at Clarkson College represent these levels. The baccalaureate in nursing is the entry-level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for articulation from one level of nursing education to the next and flows from simple to complex.

We believe caring is the foundational core of the nursing profession, and it is the energy present in empowering relationships. Caring for clients includes the ability to teach, lead and inspire individuals and groups toward optimal health and wellness. We, the Nursing faculty of Clarkson College, believe that caring is the essence of nursing and the most central and unifying focus for nursing practice. Our students are educated in the concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics and professionalism.

## Organizing Framework

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The organizing framework provides a base for planning curriculum content, course sequencing, curriculum evaluation and flows from the simple to the complex. The organizing framework is derived from the philosophy and is composed of the major beliefs regarding human beings, environment, health, education, nursing education and nursing. The concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism are interrelated with the beliefs and identified within our philosophy. The Nursing program's mission is to prepare nurses to provide high-quality, ethical and compassionate health care to individuals, families, communities and populations. The College Values of Learning, Caring, Commitment, Integrity and Excellence are reflected within the organizing framework that supports the mission of the Nursing programs and Clarkson College.

The Clarkson College Nursing program concepts are defined as follows:

**Caring** is the foundational core of the nursing profession and is the energy present in empowering relationships.

**Client-centered care** provides for a partnership between the nurse and the client (human being). Caring for clients includes a desire to understand their values, care preferences and expressed needs in all settings ranging from prevention to treatment. Open communication between the client and nurse fosters continuity and respect for cultural differences to promote healthy relationships.

**Clients** include individuals, families, communities and populations.

**Teamwork and collaboration** include the processes of shared decision making, mutual respect and open communication among the nursing professionals, interdisciplinary teams and the client.

**Informatics** is the use of information and technology to identify, create, represent and distribute knowledge to decrease error and support informed decision making.

**Professionalism** is the process of actualizing the values of accountability, ethical and legal responsibility, altruism, autonomy, human dignity, integrity, and social justice. The nurse pursues professionalism through excellence in practice, knowledge through scientific discovery, application, scholarship, as well as professional advocacy in accordance with the American Nurses Association (ANA) Code of Ethics/National Federation of Licensed Practical Nurses Code of Ethics and Nursing's Social Policy Statement and Standards of Practice.

**Safety** involves minimizing the risk of harm to clients and providers through standardized practices and use of technologies that support safety and quality. Safety requires an understanding of the causes of error and allocation of responsibility and accountability.

**Quality improvement** is a process that uses data to monitor the outcomes of client-centered care, designs and tests changes, and continuously improves the quality and safety of health care systems.

**Evidence-based nursing practice** applies the scientific method to the nursing process in conjunction with clinical decision making. This practice integrates research, clinical expertise, client values and preferences for optimum care.

## DNP Program Outcomes

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Upon completion of the degree requirements for the DNP degree, graduates will demonstrate the ability to:

- Integrate nursing science and theories to improve health care delivery systems, describe the actions and strategies to improve those health care systems and evaluate patient outcomes in preparation for evolving nursing practice realities.
- Implement and evaluate health care delivery based on scientific findings that ensure quality and safety and consider ethical dilemmas by using advanced communication processes, business and financial principles, and sensitivity to diverse populations.
- Translate research into practice using evidence-based methods by disseminating findings, collaborating between disciplines, designing processes and evaluating quality improvement methodologies to address the complex needs of humankind.
- Design information systems to guide clinical decision making, evaluate programs and improve health care outcomes while considering ethical and legal issues related to the use of information.
- Demonstrate leadership through the development, implementation and analysis of health policy at the micro and macrosystems of health care by engaging policy makers and advocating for social justice and the nursing profession.
- Lead interprofessional teams through effective communication, leadership and collaboration to create practice improvement innovations in complex health care delivery systems.
- Analyze health care delivery models using scientific data to develop, implement, and evaluate health promotion and disease prevention strategies to address gaps in care for population health.
- Demonstrate advanced clinical judgment, systems thinking, and accountability by designing and implementing evidenced-based care for specialty nursing practice via interprofessional collaboration, excellence in nursing, and therapeutic relationships with patients and other professionals.

## DNP Program Overview

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### INTRODUCTION

The Doctor of Nursing Practice (DNP) program provides Bachelor of Science in Nursing (BSN) and/or Master of Science in Nursing (MSN) prepared nurses with expanded knowledge and expertise to provide leadership in an evidence-based practice environment as an advanced practice registered nurse (APRN).

There are currently two options in the DNP program: the BSN to DNP option and the Post-Master's option for APRNs. The BSN to DNP option builds on the basic nursing knowledge of the Bachelor's degree-prepared nurse and provides advanced knowledge and clinical skills to enter the advanced practice registered nurse role. The Post-Master's degree option is designed for the licensed, Master's degree-prepared and certified nurse practitioner, and it builds on the foundations of the advanced practice role. The DNP program options are based on the American Association of Colleges of Nursing (AACN) *Essentials of Doctoral Education for Advanced Nursing Practice* (2006), called the "Essentials of Doctoral Education." These essentials form the basis of the Clarkson College DNP program and are as follows:

- Scientific underpinnings for practice,
- Organizational and systems leadership for quality improvement and systems thinking,
- Clinical scholarship and analytical methods for evidence-based practice,
- Information systems/technology and patient care technology for the improvement and transformation of health care,
- Health care policy for advocacy in health care,

- Interprofessional collaboration for improving patient and population health outcomes,
- Clinical prevention and population health for improving the nation's health, and
- Advanced nursing practice.

### **PROGRAM PURPOSE**

Through the DNP program, faculty seek to provide degree candidates with the knowledge, skills and opportunities necessary to advance the health care discipline and its practice. The purpose of the DNP program is to prepare advanced practice registered nurses for a clinical leadership role in the nursing profession. The ultimate outcome of the program is to prepare advanced health care leaders for public and private sector environments.

The Clarkson College program structure is designed to meet the outcomes of the *DNP Position Statement* (AACN, 2006, p. 5) by encouraging development of these global benefits:

- Development of needed advanced competencies for increasingly complex practice, faculty and leadership roles,
- Enhanced knowledge to improve nursing practice and patient outcomes,
- Enhanced leadership skills to strengthen practice and health care delivery,
- Better match of program requirements and credits and time with the credential earned,
- Provision of an advanced educational credential for those who require advanced, practice knowledge but do not need or want a strong research focus (e.g., practice, faculty),
- Enhanced ability to attract individuals to nursing from non-nursing backgrounds, and
- Increased supply of faculty for practice instruction.

### **DNP PROGRAM OVERVIEW**

The DNP program requires students to complete a requisite number of course credit hours, pass an ePortfolio, complete a DNP scholarly project and disseminate the scholarly project as appropriate. As a process, the experience includes:

- Successfully complete DNP core courses,
- Successfully complete specialty core courses, as applicable,
- Successfully complete elective courses, as applicable,
- Establish a DNP scholarly project team (one internal DNP project faculty chair and a mentor who serves as an exterior member from the student's specialty or interest area),
- Successfully complete and disseminate a scholarly project,
- Successfully complete an approved ePortfolio

### **TRANSFER OF CREDITS**

A maximum of six (6) semester credit hours will be permitted for credit from previous doctoral-level coursework. It is at the discretion of the Program Director if these transfer hours are acceptable. The College Petition for Reconsideration process provides the mechanism for course review. Courses transferred in must have a grade of "B-" or higher.

### **COURSE LOAD RECOMMENDATIONS**

The maximum course load for graduate students is 18–21 credit hours per year (three semesters). Six (6) credit hours are considered full-time for Clarkson College graduate students.

### **SERVICE REQUIREMENTS**

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar



with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

Service learning is integrated into the course as a component of your program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol on the degree plan: ◇

### **INTERPROFESSIONAL EDUCATION (IPE)**

Interprofessional education (IPE) promotes teamwork and improves collaborative skills for positive health care outcomes. Clarkson College students optimize their roles within an interdisciplinary team by completing IPE 301, an online, zero-credit course that all incoming degree-seeking students must complete before graduation. The five-module course is designed to provide an overview of health care professionals' roles and responsibilities. The first four online modules focus on teaching effective communication, collaboration and leadership skills that promote teamwork within an interdisciplinary health care team setting. The fifth module requires students to put their interprofessional skills into practice by participating in three IPE activities before graduation. IPE 301 allows students to practice providing ethical, client-centered care while understanding the importance of personal accountability and professionalism.

## DNP Degree Options & Specialties

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Beyond the student's specialty track, each DNP student is required to complete the DNP core courses (28 credits). The Post-Master's degree option curriculum is composed of the DNP core courses (28 credits). The BSN to DNP program option offers two specialties: Family Nurse Practitioner (FNP) and Adult–Gerontology Primary Care Nurse Practitioner (AGPCNP). With each specialty option, the student is required to complete a minimum of 67 credit hours, which includes the DNP core, specialty courses and required elective courses, as applicable. See the degree options listed below and refer to the Academic Catalog for course listings and descriptions.

### ADMISSION REQUIREMENTS

Refer to the Academic Catalog and policy AD-1 for complete admission requirements.

**DISCLAIMER:** Because state licensure requirements vary by state, Clarkson College is unable to ascertain clinical, practicum and licensure requirements in every state. The student is responsible to be aware and abide by licensure requirements in the state(s) in which the student chooses to obtain licensure and employment. If you have questions, please contact the DNP Program Director.

After admission to the program, students who move to a state where Clarkson College is not currently approved may be required to withdraw from the program due to state authorization requirements. In addition, it is up to the student to be aware of and abide by licensure requirements in the states in which the student chooses to obtain licensure and employment. Students are expected to contact their advisor prior to moving residence. A change of address must also be submitted to the Registrar's office.

### COURSE COMPLETION

Students must complete their program of study at Clarkson College within **seven (7)** years. This includes time spent on leave of absence. Students who do not complete within seven (7) years must reapply for admission.

### GRADE REQUIREMENTS & GRADING SCALE

Graduate students must maintain a 3.0 CGPA for successful completion of the program of study. A grade of "C," "D," "F" or "NP" indicates failure of that course, and the course must be repeated. A student who fails to maintain a 3.0 CGPA in any given semester will be placed on academic probation.

The following grade scale is used in all graduate courses. There is no "rounding" up of grades or scores in the DNP program/options:

<b>A+*</b>	100% – 98%	<b>B+</b>	89.99% – 86%	<b>C</b>	79.99% – 70%	* An A+ is only reflected on the transcript, it does not get calculated as such into the GPA.
<b>A</b>	97.99% – 94%	<b>B</b>	85.99% – 83%	<b>D</b>	69.99% – 60%	
<b>A-</b>	93.99% – 90%	<b>B-</b>	82.99% – 80%	<b>F</b>	< 59.99%	

### PASSING GRADE FOR THEORY COMPONENT FOR A COURSE

The final theory course grade consists of a letter grade. Students must complete course work with a grade of 80% or above in order to successfully complete a theory course. An earned 80% exam score average in addition to an overall earned course average (inclusive of quizzes) of 80% is required of all students in order to pass a nursing theory class. If a student does not pass on either the exam average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar. Percentage grades will not be rounded (i.e., a 79.98% will not be rounded to 80%).

## GRADUATE NURSING & NURSING CONTACT HOURS

Clarkson College Professional Development is an approved provider of continuing nursing education by the Nebraska Nurses Association (NNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation (ANCC).

In accordance with ANCC/NNA guidelines 15 nursing contact hours are awarded per each semester credit hour of study earned. Nursing courses are covered. However, other subject matter is at the discretion of the State Board of Nursing under which an individual is licensed. For example, Nebraska coding courses cannot be submitted for continuing nursing education toward licensure renewal. State Boards of Nursing often have a listing of "acceptable subject matter" listed on their websites.

Most states will accept a copy of a college transcript as proof of completion of a credit course being submitted for continuing nursing education credit. If that is not enough, after validating course completion with the Clarkson College Registrar, Clarkson College Professional Development can issue a letter specifying the courses, credit hours earned and equivalent nursing contact hours.

## HEALTH & SAFETY REQUIREMENTS

All DNP students—regardless of option—must complete the appropriate program/option health and safety requirements. Information to create an online account with Castle Branch will be sent to the student once s/he is formally accepted into the program. Requirements will include a background check, drug test, immunizations, certifications and licensure. Additional background checks and/or drug screenings could be required at the expense of the student and with or without cause for suspicion as required by the clinical agency or Clarkson College. Castle Branch will send reminders and updates to your Clarkson College email when items are due or require your attention. Failure to maintain your account may result in a block from accessing your online classes. All questions should be directed to the Program Director and DNP Program Advisor email at [DNPadvising@clarksoncollege.edu](mailto:DNPadvising@clarksoncollege.edu).

Clarkson College is committed to providing a safe and healthy environment for all members of our campus community, as well as the patients many of our students interact with throughout their education. To protect yourself from certain conditions of risk you may be exposed to, it is essential for you to complete specific health and safety requirements according to your academic program needs. Failure to comply with such requirements will prevent class and/or clinical attendance. All health and safety requirements are at the expense of the student and are non-refundable.

## DNP CORE REQUIREMENTS

Students in the BSN to DNP and the Post-Master's program options are required to take the following DNP core courses. Total semester hours in the program: 28–40.

Core Courses in DNP Program		Semester Hrs	28
DNP 915 ◊	Outcomes of Health Care in a Global Society	3	
DNP 916	Health Care Informatics and Data Analytics	3	
DNP 918	Organizational Systems and Behaviors	2	
DNP 919	Healthcare Policy and Law	3	
DNP 932	Leadership	3	
DNP 944	Biostatistics/Epidemiology	2	
DNP 945	Healthcare Economics and Financial Management	3	
DNP 948	Evidence-Based Practice	3	
DNP 960	DNP Scholarly Project I	2	
DNP 961	DNP Scholarly Project II	2	

DNP 962	DNP Scholarly Project III	2
IPE 301	Interprofessional Education	0

### OPTIONAL COURSES/ELECTIVES

A maximum of 12 semester hours is allowed for the DNP course electives.

Optional Courses/Electives in DNP Program		Semester Hrs 12
DNP 963	DNP Scholarly Project IV	1-3
DNP 964	DNP Scholarly Project V	1-3
DNP 924	Entrepreneurship	2
DNP 925	Grant Writing	2
DNP 926	Program Planning and Evaluation	2

**NOTE:** Course descriptions are available within the [Academic Catalog](#).

### BSN TO DNP PROGRAM OPTION: ADULT-GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER

The focus of this core specialty option is to educate nurses who desire preparation in advanced practice nursing, specifically in the Adult-Gerontology Primary Care Nurse Practitioner role. The purpose of an Adult-Gerontology Primary Care Nurse Practitioner is to promote the health of citizens in adult practice settings through emphasis on health promotion, disease prevention, and the diagnosis and management of acute and chronic diseases. Adult-Gerontology Primary Care Nurse Practitioners assess and manage a client base that includes adolescents, young, middle and older adults. The Adult-Gerontology Primary Care Nurse Practitioner will be able to incorporate concepts, theories and recognized care standards into the delivery of health services in an adult practice setting. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

### SPECIALTY CORE REQUIREMENTS

In addition to the DNP core courses, the curriculum includes two course sets: specialty track courses (35 credit hours) and required electives (4 credit hours). Total semester hours in the program: 67–73.

Specialty Core Courses in Adult-Gerontology Primary Care Nurse Practitioner		Semester Hrs 35
GR 798	Essentials of Scholarly Writing	1
GR 847	Applied Statistics	3
NS 799	Role Transition	1
NS 800	Theories/Concepts of Advanced Practice Roles	2
NS 805	Application/Evaluation of Theory in Nursing	2
NS 831	Primary Care of the Geriatric Client	3
NS 832	Primary Health Care I	3
NS 834 ◊	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 842	Primary Care of Women	3
NS 843	Behavioral Health Care for Practitioners	2
NS 844	Primary Health Care II	3

**SPECIALTY REQUIRED ELECTIVES**

Select two of the following courses for a total of 4 semester hours.

Required Electives		Semester Hrs	4
DNP 924	Entrepreneurship	2	
DNP 925	Grant Writing	2	
DNP 926	Program Planning and Evaluation	2	

**NOTE:** The Adult-Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses. **Only one clinical course may be completed each semester.** Course descriptions are available within the [Academic Catalog](#).

**NOTE:** The Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP) and Family Nurse Practitioner (FNP) students will enroll in the majority of the same classes. The only difference will take place when the FNP students enroll in Primary Care of Children and Adolescents (NS 840). The AGPCNP students will be enrolled in Primary Care of the Geriatric Client (NS 831) during that particular semester. All students will complete NS 843 Behavioral Health Care for Practitioners.

**BSN TO DNP PROGRAM OPTION: FAMILY NURSE PRACTITIONER**

The focus of this core specialty option is to educate nurses who desire preparation in advanced practice nursing, specifically in the family nurse practitioner role. The purpose of a family nurse practitioner is to promote the health of citizens in family practice settings. The family nurse practitioner will be able to develop a practice incorporating concepts, theories and recognized care standards into the delivery of health services in a family practice setting. The family nurse practitioner functions as an educator, counselor, referral agent and advocate dealing with families. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

**SPECIALTY CORE REQUIREMENTS**

In addition to the DNP core courses, the curriculum consists of two course sets: specialty track courses (35 credit hours) and required electives (4 credit hours). Total semester hours in the program: 67–73.

Specialty Core Courses in Adult–Gerontology Primary Care Nurse Practitioner		Semester Hrs	35
GR 798	Essentials of Scholarly Writing	1	
GR 847	Applied Statistics	3	
NS 799	Role Transition	1	
NS 800	Theories/Concepts of Advanced Practice Roles	2	
NS 805	Application/Evaluation of Theory in Nursing	2	
NS 830	Advanced Physical Assessment	3	
NS 832	Primary Health Care I	3	
NS 834 ◊	Advanced Nutrition	3	
NS 836	Pharmacology for Practitioners	3	
NS 838	Advanced Pathophysiology	3	
NS 840	Primary Care of Children and Adolescents	3	
NS 842	Primary Care of Women	3	
NS 843	Behavioral Health Care for Practitioners	2	
NS 844	Primary Health Care II	3	

**SPECIALTY REQUIRED ELECTIVES**

Select two of the following courses for a total of 4 semester hours.

Required Electives		Semester Hrs	4
DNP 924	Entrepreneurship	2	
DNP 925	Grant Writing	2	
DNP 926	Program Planning and Evaluation	2	

**NOTE:** The Adult–Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses. **Only one clinical course may be completed each semester.** Course descriptions are available within the [Academic Catalog](#).

**NOTE:** The Adult–Gerontology Primary Care Nurse Practitioner (AGPCNP) and Family Nurse Practitioner (FNP) students will enroll in the majority of the same classes. The only difference will take place when the FNP students enroll in Primary Care of Children and Adolescents (NS 840). The AGPCNP students will be enrolled in Primary Care of the Geriatric Client (NS 831) during that particular semester. All students will complete NS 843 Behavioral Health Care for Practitioners.

### GRADUATE WEEKEND FOR NP SPECIALTY TRACKS

A **required** on-campus visit is scheduled every semester for evaluation of clinical skills as well as provides additional information related to course content. **Courses that require attendance during this weekend are clinical courses in the AGPCNP and FNP options.** These courses are: NS 830 Advanced Physical Assessment, NS 832 Primary Health Care I and NS 844 Primary Health Care II. NS 830 is always a Thursday/Friday visit. All other courses are Friday/Saturday visits. Additional information related to this weekend is found in the individual course syllabus or through the clinical faculty (See the [Academic Calendar](#) for dates). Failure to attend the entire Graduate Weekend will result in failure of the course.

## DNP ePortfolio & Residency Overview

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### INTRODUCTION

All students in the DNP program will complete required residency hours and an ePortfolio to document the hours with appropriate evidence. The purpose of the residency experience is to increase the student's exposure to and involvement in doctoral-level nursing practice while demonstrating mastery of the end of program outcomes and the Essentials of Doctoral Education. The student is responsible for identifying and initiating the goals and objectives of his/her residency activities. The student will keep record of the time spent on the DNP scholarly project and other activities related to his/her attainment of the DNP Essentials through the ePortfolio. The specific objectives, requirements and evaluation criteria will depend on the practice focus in which the student is participating and the focus of the student's DNP project. Objectives and requirements must address active involvement by the student in the residency. The evidence and/or evaluation criteria from the activities will be recorded by the student in the ePortfolio. All DNP graduates must have a culmination of 1,000 verified post-baccalaureate clinical hours by graduation. A minimum of those cumulative hours are dedicated to the Residency and DNP scholarly project hours and must be completed by the end of the program. The number of hours the student has from their specialty clinical experiences will dictate how many additional residency hours they will be required to obtain before graduation.

Students may begin the attainment of their residency hours at any point in the program. BSN to DNP students will complete at least 350 residency hours (150 dedicated to the DNP project) and any additional hours needed to reach the 1,000-hour post-baccalaureate total prior to the completion of the program. Post-Master's DNP students will complete at least 300 residency hours (150 dedicated to the DNP project) and any

additional hours needed to reach the 1,000-hour post-baccalaureate total prior to the completion of the program. Residency check-in points are integrated throughout the DNP core curriculum. The first checkpoint is scheduled in DNP 915, and a minimum of 50 hours should be accumulated by that time. At the completion of DNP 948, students should have accumulated at least 150 residency hours. By the end of the program and the final scholarly project course DNP 962, all of the required residency hours (150 dedicated to the DNP project) and any additional hours needed to meet the 1,000-hour post-baccalaureate requirement will need to be completed.

Residency Course Checkpoints	Number of Residency Hours Required
<i>Checkpoint #1</i> DNP 915 Outcomes of Health Care in a Global Society	Minimum of 50 hours must be acquired at this point
<i>Checkpoint #2</i> DNP 948 Evidence-Based Practice	Minimum of 150 hours must be acquired at this point
<i>Checkpoint #3</i> DNP 962 DNP Scholarly Project III	150 hours dedicated to the scholarly project + any additional hours needed to reach 1,000 total post-baccalaureate hours must be acquired at this point
Total number of residency hours	300 + any additional hours needed to reach 1,000 post-baccalaureate hours

**NOTE:** Reference the DNP ePortfolio and Residency Manual for further specific details.

### ASSESSMENT OF CORE COMPETENCIES & THE ePORTFOLIO

Residency evaluation is completed via the ePortfolio. Students document achievement of the AACN Essentials of Doctoral Education, DNP end-of-program learning outcomes, professional role competencies (as applicable) and their own professional or clinical objectives by documenting the hours and loading the evidence into the ePortfolio. The student's DNP project faculty chair evaluates all documentation and evidence using the DNP Rubric for ePortfolio and Residency Assessment and the Completion of ePortfolio and Residency Recommendation form.

The Clarkson College Student Learning Outcomes (SLOs), end-of-program learning outcomes and the specific role competencies for your specialty, as applicable, are also integrated throughout the ePortfolio as they apply to the Essentials of Doctoral Education. The Clarkson College administration and faculty believe that students need to be well-rounded individuals, intrinsic to all health care professionals, regardless of discipline and degree level. Intense training is measured at the program level, and the ePortfolio will provide evidence that students possess the foundational knowledge to investigate and assess a wide scope of health care issues relative to their specialization.

The five Clarkson College Student Learning Outcomes (SLOs) are as follows:

The student will:

1. Demonstrate effective communication
2. Demonstrate critical thinking to make educated decisions
3. Demonstrate proficient use of technologies
4. Demonstrate the ability to respectfully interact with a diverse society
5. Demonstrate professional behavior.

**NOTE:** Reference the DNP ePortfolio and Residency Manual for further details.

## DNP Scholarly Project Overview & Guidelines

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The DNP scholarly project is an integrative practice experience resulting in a final written document providing evidence of scholarship. The DNP scholarly project demonstrates the synthesis of concepts learned throughout the DNP program, such as information literacy, the business of health care, theory application, and standards of practice, while providing the foundation for future scholarship. Essential to any DNP project is the use of evidence to improve practice, processes and outcomes. Using the evidence-based process, students will use clinical inquiry skills to identify a practice, process or outcomes problem within their practice specialty or area of interest. Clinical questions will be formulated with a focus on improving quality of care and improving patient outcomes. Relevant evidence will be collected and critically appraised. Evidence will be integrated into a plan for making practice changes and recommendations. The DNP project culminates in the dissemination of the evidence and recommendations and in the written final executive summary.

The DNP project will occur at the end of the DNP curriculum, and it will consist of three dedicated scholarly DNP project courses (six credit hours). During these courses, each student will be under the facilitation of a three-person DNP project team consisting of the student, an internal DNP project faculty chair and an external subject-area expert mentor. The time spent on the DNP project will make up a portion of the program's required residency hours (up to 150 hours). The DNP project faculty chair will be appointed by the DNP Program Director and/or course coordinator. The external subject-area expert mentor will be identified by the student, and s/he must be approved by the DNP project faculty chair and/or Program Director by the end of the initial scholarly DNP project course's first week in order for the student to stay in the course. The external subject-area expert mentor information letter should be provided to the mentor. If the mentor agrees to serve in the role, the subject-area expert mentor approval form should be completed and signed by the DNP project faculty chair, student and the subject-area expert mentor. Once the approval form has been fully signed, the DNP project team be in place to help the student further develop his/her DNP scholarly project. Questions related to the DNP project team process should be directed to the DNP Program Director/Residency Coordinator.

### RESPONSIBILITIES OF THE DNP PROJECT FACULTY CHAIR

Clarkson College established clear responsibilities for the internal DNP project faculty chair and the external subject-area mentor. Once the DNP project team is established, students are required to communicate directly with the DNP project faculty chair of his/her DNP project team. The DNP project faculty chair responsibilities include:

- Provide information to the student in regard to considerations needed for site/organization approval and affiliation agreement specifications
- Approval of the student's external subject-area expert mentor by signing and submitting the external subject-area expert mentor approval form (Appendix G)
- Maintain contact with the external subject-area mentor no less than at the beginning and the end of each semester that s/he is working with the student
- Oversight of the doctoral student's DNP project process and progression
- Provide the student with guidance and support
- Review of revisions needed for each draft of the executive summary
- Complete and submit the DNP project rubric, ePortfolio residency assessment rubric (Appendix D), and the ePortfolio and Residency Recommendation form (Appendix E)



**RESPONSIBILITIES OF THE DNP PROJECT EXTERNAL SUBJECT-AREA EXPERT MENTOR**

Clarkson College established clear responsibilities for the internal DNP project faculty chair and the external subject-area mentor. The mentor's responsibilities include:

- Provide information to the student in regard to considerations needed for site/organization approval and affiliation agreement specifications
- Review the external subject-area expert mentor info letter (Appendix H) and sign the external subject-area expert mentor approval form (Appendix G)
- Provide guidance, reflection and insight regarding the student's DNP project goals, specifically related to the needs and challenges of initiating change in the selected practice setting
- Contact faculty if problems, issues or concerns arise
- Consider attending the student's final dissemination of his/her project

**COLLEGE COPIES & DEPOSIT OF THE DNP SCHOLARLY PROJECT**

Clarkson College requires a digital copy of the final DNP scholarly project for the College Library. Your DNP project faculty chair will advise you on the submission process. After electronically depositing your scholarly project with the College Library site, it is common practice to provide a copy to the DNP project faculty chair, subject-area expert mentor and/or other vested stakeholders.

**NOTE:** Reference the DNP ePortfolio and Residency Manual for further details.

## Clarkson College Personnel Resources & Procedures

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Graduate students make use of many resources and procedures to assist them as they progress through the program. These are described below. In addition, the roles and responsibilities of certain personnel with whom you should become familiar are also included in this section.

### CLARKSON COLLEGE CATALOG

You will need to refer to the current edition of the Clarkson College [Academic Catalog](#) (published annually). The catalog includes policies regarding academic information, required service hours, student financial services, online education information and student services pertinent to graduate students.

### ACADEMIC CALENDAR

Clarkson College publishes academic calendars two years in advance. These calendars are found in the [Academic Catalog](#).

### DNP PROGRAM ADVISOR

Each graduate degree plan of study is unique to the individual student and his/her background, experience and degree objectives. To guide in the development of a degree plan, an advisor will be appointed to assist the student throughout the program. The duties of the advisor are to assist the student in the preparation of the plan of study, help in the course registration process and to provide academic advice during the period of graduate work. The advisor serves as advocate, mentor and guide for the graduate student.

\*The DNP Program Director will serve as the program advisor through 2020.

You will be assigned an advisor as you begin the coursework at Clarkson College. An appointment will be made with your advisor prior to the first semester to discuss registration, course sequence and degree option. **A course sequencing plan** will be developed to assist you in the registration process. Each subsequent semester, it is expected that you contact your advisor for authorization to register for classes. Your advisor will not authorize you to register until you have contacted them. Please contact your academic advisor if at any time you have questions about your sequence plan, adding or dropping courses, or taking time off. You may contact your academic advisor via phone, email or by setting up an individual appointment through TimeTrade®. The program advisor also oversees DocuSign, Typhon, My Clinical Exchange and health and safety.

### FINANCIAL AID

**Clarkson College Federal School Code: 009862**

The mission of the Student Financial Services department is to provide education, counseling and support services designed to assist students and their families in financing their education at Clarkson College.

Clarkson College is committed to providing access to financial assistance for qualified students who, without such aid, would be unable to attend college. Financial assistance includes scholarships, grants, loans and part-time employment, which may be offered to students in various combinations, depending upon the student's degree of financial need. Financial need is determined by comparing results of the Free Application for Federal Student Aid (FAFSA) with the total estimated cost of attendance for the academic year. Financial aid received from Clarkson College is intended to supplement student and family resources.

If you would like to explore more after reading this section of the catalog, please visit the [Financial Aid](#) section of our website.

## STUDENT ID & DRESS CODE

Student ID badges are available by two (2) methods: 1) via email or 2) procuring badge when you are on campus during the first Graduate Weekend.

In order to obtain your student ID, email your name and digital photo (professional attire, solid background, head and shoulder shot) to [studentid@clarksoncollege.edu](mailto:studentid@clarksoncollege.edu). Your student ID badge will be mailed to your current address on file with the College.

Students are required to wear a Clarkson College identification badge and abide by the Graduate Student Dress Code while in the clinical practice area or participating in any practicums. Preceptors will be asked to evaluate your attire according to the dress code as part of their appraisal. The dress code is as follows:

**As a student you represent, not only Clarkson College, but also the professional image of nursing.** To uphold this image in the clinical setting, DNP nursing students are required to be well groomed and dressed to reflect a professional image. Student appearance must also comply with clinical agency dress codes. Appropriateness is at the discretion of the preceptor and site. Clinical site employees reserve the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress/behavior. Student identification must be visible at all times in chest area.

### The following are minimal expectations of the personal appearance of a Clarkson College DNP nursing student:

1. **Hair:** Students must have human colored hair. Extreme looks such as multiple colors; extremes in bleaching, dyeing or tinting; or shaved eyebrows are not appropriate. Hair must be clean and pulled back from the face so as not to fall forward while giving patient care. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** If worn, is to be conservative and not detract from the attire, uniform or work environment and must reflect a professional image.
3. **Nails:** Need to be smooth, of a moderate length and clean. Artificial nails, nail polish/products are not to be worn by anyone with responsibility for hand-on patient care, as they are an infection control risk.
4. **Jewelry:** Decorative jewelry is to be conservative and not detract from the attire or work environment and must not pose a safety/infection risk. Jewelry should be minimal. Students are allowed:
  - No more than one ring per hand (unless otherwise stated by the clinical agency). Plain-type wedding bands are preferred.
  - No piercings on the body are permitted with the exception of one post/stud type earring on the lower ear lobe.
  - Body piercings (other than the one piercing allowed in the lower ear lobe) will be removed for all clinical settings and experiences. Covering up body piercings with Band-Aids or other types of concealing methods (i.e.: clear spacers, retainers or make-up) are not permitted. This includes surgically implanted jewelry.
  - One small necklace that fits snug to neck or is able to be tucked into a shirt is permitted. Dangling necklaces are a safety issue.
5. **Aftershave, cologne and perfume:** Will be applied sparingly, as patient's sensitivity to scents/odors must be considered at all times.
6. **Tattoos:** Visible tattoos are not allowed. If a student has tattoo(s), clothing must completely cover the tattoo(s) or apply a concealing item if in an area that clothing does not cover.
7. **Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component

of each student's overall image. Students will maintain a high level of personal hygiene. Students' breath and clothing/lab coats must not smell of smoke.

**NOTE:** If a student chooses to wear piercings that are not visible (i.e., under the required clinical attire), Clarkson College will not be liable for injuries that may occur.

### **CLINICAL ATTIRE**

Clothing appropriate to the clinical site:

- A white lab coat with current student ID badge worn in the chest area.

### **PRACTICUM ATTIRE**

Clothing appropriate to the clinical site:

- Business attire or business casual as directed by site.

### **SEVERE WEATHER POLICY (OG-4)**

The decision to close Clarkson College due to adverse weather conditions will be made by the College President or his designee. The decision to close will take into account the severity of the forecasted weather, the potential threat to the safety and well-being of students and employees, and the ability of the physical plant to operate.

**Inclement Weather Line** PH 402.552.6110

The following television and radio stations are notified if the College should close due to inclement weather:

**Television** [Action 3 News](#), [KETV](#), [KPTM](#), [WOWT](#)

**Radio** [1110 KFAB](#), [Star 104.9](#), [Q 98.5](#)

### **Cancel classes, College closed (Monday–Friday)**

If the weather overnight is severe, warranting closing, the notification of closure will be made prior to 5 am.

- Canceling all classes.
- Clinical students (within the area affected by the severe weather conditions) should follow the program specific weather closing policy.
- College personnel (staff and faculty) will not be required to report to work.

If the closing occurs during the day, classes will be dismissed, and students at clinical sites will be governed by the severe weather program policy.

If the weekend weather is severe, the decision to cancel any activity is at the discretion of the Directors. Activities may include: Graduate Weekend, Professional Development classes, student activities and clinicals.

### **COMMUNICATION PLAN**

- The Director of Marketing will: Contact the media, update the weather line, update the website, send an all campus electronic communication which will include students and update any social media utilized by the College for communication.
- The Director of Admissions will place a message on the main phone line of the College.
- Faculty or the student (if designated by the faculty) will be responsible for making sure their clinical sites have been informed of the closing.
- The Manager of Facilities will use the campus Emergency Notification System to notify employees and students.
- The Manager of Facilities will lock down the main building and student center and notify Security that the College is closed.

## Online Education Resources & Procedures

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### MY PATH

My Path is an online guidebook created to ease your transition as a new student at Clarkson College. The guidebook gives online students a digital overview of where to begin and what to expect as an official new student in the DNP program. Visit [My Path](#) to familiarize yourself with the information.

### COURSE SYLLABI

All graduate course syllabi are posted in the course shell located in Canvas. On the first day of the semester, students will be able to access the online courses. It is the student's responsibility to access the College website and download a copy of the syllabus for each course in which they are registered. Course syllabi may change each semester, therefore, it is the student's responsibility to access the current syllabi in which they are registered.

### ONLINE CAMPUS: CANVAS

Canvas is a web-based learning platform designed to help faculty and students access online courses, collaborate on assignments, discuss course readings and materials, submit assignments, view grades and much more. Tech support for Canvas courses is available 24/7 via the Help icon within the Canvas platform. Access Canvas by visiting the College website and selecting Online Campus from the Resources For dropdown menu.

### STUDENT SUCCESS GUIDE

The Student Success Guide leads students through an introduction to the online learning management system, Canvas. The guide provides instructions on how to use the platform and helps students develop skills to prepare for their online educational experience.

## Registration Policies & Procedures

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### REGISTRATION

Registration will be processed by you on PowerCAMPUS Self-Service. Self-Service is the web-based registration system for Clarkson College. Self-Service allows you to register for courses or change your registration prior to the Friday before the first day of the term. All students must contact their assigned advisor prior to registering for courses. Registrations cannot be processed without an advisor's authorization.

### REGISTRATION STOPS

Registrations will not be processed if you have a registration stop. Reasons for registration stops usually include: Parking or Student Financial Services (Business and Financial Aid). To avoid registration delays, clear any stop prior to registration.

Students planning to register for a clinical/practicum course will not be authorized to register until the Step 1 (DocuSign) is complete and submitted.

### REGISTRATION AVAILABILITY

PowerCAMPUS Self-Service is available 24 hours a day. However, registration assistance will only be available Monday through Friday from 7:30 a.m. to 4:30 p.m. (CST). If you need registration assistance, contact the Registrar's office during normal business hours at 402.552.3033, 402.552.6263 or 402.552.2681.

### WAITLISTS

Waitlists are available for any course that has reached its maximum capacity. If you are on a waitlist and the course opens, you will be notified by email **once**. You will have 72 hours after the email is sent on your Clarkson College email, to register for the course. Since there is no guarantee a course will open, you should register for another section, if available. Program Directors will monitor the waitlists to see if there's a possibility of opening another section.

**NOTE:** If you find any conflicts in your required major courses, contact your Program Director or advisor.

### CHANGE OF REGISTRATION

You may change your schedule (drop and add courses) on PowerCAMPUS Self-Service during the registration dates posted on the web. Once this date is passed, your advisor will need to sign a Change of Registration form and submit it to the Registrar's office. You must contact the advisor in writing to state the reason for the Change in Registration.

### REGISTRATION INSTRUCTIONS

Instructions are available in PowerCAMPUS Self-Service under "Student Guide to Self-Service."

### ADDING/WITHDRAWAL

A course may be added through the first five days of instruction in a semester or prior to the second class meeting in a short term. This also applies to transferring from one section of a course to another section. After the designated time, the approvals of the instructor and the Program Director of the course are required. A course may be withdrawn and a refund granted if it is accomplished according to the tuition refund schedule. It is the student's responsibility to initiate a Change of Registration form to the Registrar's office. Clarkson College will not be responsible for completed forms that which are given to faculty or staff for submission. **NOTE: Only** Student Financial Services may authorize reimbursement of fees or tuition. Directors, faculty or staff are **not** authorized to approve reimbursement.

**Length of Course**

15-week course	On or before the eighth week of the course
12-week course	On or before the seventh week of the course
6-week course	On or before the third week of the course

*Courses may not be withdrawn during the final week of the semester period.*

Failure to have a Step 2 (DocuSign) completed by the end of the first week of a clinical/practicum course may result in being withdrawn from the course. Student and course faculty should discuss options for course continuation.

**PROGRAM ATTENDANCE & NON-ATTENDANCE**

Students are expected to attend all classes in which they are enrolled and follow the attendance policies of individual programs as specified in the course syllabus. Faculty will report, within two working days of the last class missed, the names of students who have two or more unexcused absences in a semester to their Program Director. These names will be sent to the Registrar, and the Financial Aid department will be notified.

Makeup is very difficult due to the amount of material covered in each class. Course faculty must be notified of the reason(s) before an absence/tardy occurs. **Each unexcused absence (as determined by the course faculty) will lower the final course grade by one letter grade.** The student must contact the faculty member prior to the start of class in order for the absence to be excused. Being tardy, absent or leaving early should be exceptional occurrences with good cause.

Abuse of the attendance and participation policy will result in the following:

- 3 tardy occurrences = 1 unexcused absence = 1 drop in letter grade
- 3 excused absences = 1 unexcused absence = 1 drop in letter grade

\* Each individual class period missed will count as an occurrence. Only a doctor's note will supersede the attendance and participation course policy for a drop in letter grade.

**COURSE/PROGRAM POLICIES**

Attendance on the distance learning course site is mandatory. Students are responsible for contacting their instructor if any difficulty in understanding the course materials or completing assignments arises. Assignments must be submitted by the due dates unless special permission has been obtained from the course instructor.

An Incomplete grade can only be assigned as a course grade to a theory course provided the student is passing the course. An Incomplete grade cannot be assigned to a clinical course (NS 830, NS 831, NS 832, NS 840, NS 842 or NS 844). Reasoning behind an Incomplete grade in a theory course must be discussed with the course faculty, who in turn, will discuss the incomplete status with the Program Director. An Incomplete form must be submitted with the semester course grades and required signatures. A copy of the Incomplete form will be given to the student.

Students who are not passing any graduate level course at the semester's midpoint will be sent a letter from Clarkson College. The letter informs students of their status in the course and contains recommendations to ensure the student's success in the course. Students who do not obtain a passing grade (B- or higher) in a graduate level course will need to repeat the course. Students who obtain a non-passing grade (C, D, F or NP) in two graduate level courses will be academically dismissed from the College.

Graduate students must maintain a cumulative GPA of 3.0 or higher in the program in order to maintain good academic standing in the program and/or graduate from the program. If the graduate student does not maintain a cumulative GPA of 3.0, s/he will be placed on academic probation. If the student does not obtain a GPA of 3.0 after two more semesters, s/he will be academically dismissed from the College

### **GRADUATE DEGREE PROGRAMS**

Graduate students must repeat any course they fail (grade below B-), and they are not allowed to repeat a course more than one time. Graduate students who receive a grade of "C," "D," "F" or "NP" in a total of two courses will be dismissed from the program.

A student may Withdraw Fail (WF) from any major course. After receiving a Withdraw Fail (WF) in a major, the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two major or support courses during his/her current program of study. A Withdraw Fail (WF) from a third major course will result in dismissal from the graduate program.

### **READMISSION INTO THE DNP PROGRAM**

Students seeking readmission to the DNP program are required to submit a new application as well as updated transcripts (if the applicant has pursued any graduate academic studies in the interim). The student will be required to submit all documents required for first-time admission (i.e., a revised personal statement and letters of recommendation).

It is a Clarkson College policy that course credits earned by a student whose graduate coursework and/or professional activity has been inactive for five years or more cannot be used in a plan of study for an advanced degree. A plan of study approved prior to such a period of inactivity is deemed invalid. Likewise, an ePortfolio successfully completed prior to such a period of inactivity must be repeated.

### **PETITION FOR RECONSIDERATION**

A student may file a petition for reconsideration requesting an exception to a decision or policy because of extenuating circumstances. The petition for reconsideration policy is designed to resolve disputes between an individual and an institution that might occur over such issues as grades (except grades related to academic integrity issues), billing, financial aid, terms of employment, course transfer, degree requirements, other similar disputes, or to review events or circumstances that have occurred in an individual's particular relationship with an institution. See College policy SW-22: Petition for Reconsideration.

### **TIME LIMITATION/COURSE COMPLETION**

Students pursuing the doctoral degree have up to seven years from their initial enrollment to complete their program of study at Clarkson College. This includes time spent on leave of absence. Students who do not complete within seven (7) years must reapply for admission.

### **CONTINUOUS ENROLLMENT**

Continuous registration is required once the student begins the DNP scholarly project coursework. If the student exceeds the seven-year limit, the student will be dismissed for lack of satisfactory progress or, when circumstances are justified, may be required to complete additional coursework.

### **ACCOMMODATIONS**

Clarkson College is committed to equal access to educational opportunities to otherwise qualified students with disabilities. Eligibility must be established before services can be provided and accommodations are not retroactive. Students are encouraged to register with the Accommodations office as early as possible.



Students can obtain more information about disability services and requirements by referring to the [Accommodations](#) webpage, by sending an inquiry to [accommodations@clarksoncollege.edu](mailto:accommodations@clarksoncollege.edu) or by calling 402.552.2693 or 800.647.5500, ext. 22693.

### NETIQUETTE GUIDELINES

Internet, LMS and email access are a privilege, not a right, and activities that may be acceptable on your private account at home may not be acceptable when using your Clarkson College authorized service. The purpose of Netiquette guidelines is to help clarify standards and acceptable etiquette for all electronic communication between the faculty and the student and/or student to student throughout the duration of the course. Please review the [Netiquette guidelines](#) (link to an external site).

### PETITION TO RECEIVE TRANSFER CREDIT, PREVIOUSLY COMPLETED GRADUATE COURSES OR GRADE/COURSE OUTCOME DISPUTES

DNP students may transfer a maximum of six (6) credits of graduate classes previously completed with a grade of “B” or higher at another institution. To have previous course work evaluated for transfer credit, the student must complete and submit a Petition for Reconsideration form (available from the Registrar’s office at 402.552.3033 or on the [Clarkson College website](#)). Submit the [Petition for Reconsideration form](#) to the Registrar. On the [Petition for Reconsideration form](#), the student should specify the course titles and names that are to be considered for transfer. In addition, the student needs to include the specific Clarkson College required course names and titles that the student believes is comparable to the completed courses. A course description and copy of the course syllabus for each course that is to be evaluated for consideration of transfer credit is to accompany the completed Petition. These materials must be submitted to the Director of Graduate Nursing program, as soon as you have been accepted into the program.

Additionally, this process may be used to formally dispute grade/course outcomes. A [Petition for Reconsideration form](#) must be completed and submitted for consideration.

### ACADEMIC INTEGRITY

Clarkson College views academic integrity as a reflection of a student’s personal integrity. Therefore, all students are required and expected to maintain the highest standards of academic integrity in the preparation of all work and examinations. Students found in violation of the Academic Integrity policy (SW-25) are subject to disciplinary action. Students may obtain more information about the Academic Integrity policy in the Clarkson College Academic Catalog and Handbook and College website.

### SCHOLASTIC HONESTY STATEMENT

Clarkson College views scholastic honesty as a reflection of a student’s personal integrity. Therefore, all students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. The following are considered serious violations:

1. **Plagiarism:** Taking passages from writings of others without giving proper credit to the source, includes using the works of another student. Clarkson College subscribes to TurnItIn<sup>®</sup>, an Internet-based plagiarism-detection service. Your written assignments may be submitted to TurnItIn<sup>®</sup> to check for originality.
2. **Collusion:** Working together with another person with an “illegal” or “deceitful” purpose in the preparation of work that an instructor expects to be accomplished on an individual basis.
3. **Cheating:** Giving or receiving information during an examination.

Students found guilty of scholastic dishonesty are subject to disciplinary action. Additional information pertaining to the Academic Integrity policy may be found in the Student Handbook, Student Code of Conduct section.

## **GRIEVANCE POLICY**

A grievance is a complaint (a matter that indicates widespread or substantive problems indicating significant non-compliance with the Higher Learning Commission's Criteria for Accreditation) that a specific decision or action that affects the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. The grievance process is not designed to resolve disputes between an individual and an institution that might occur over such issues as grades, billing, financial aid, terms of employment or other similar disputes or to review events or circumstances that have occurred in an individual's particular relationship with an institution. This policy does not limit the right of Clarkson College to change rules, policies or practices.

Clarkson College complies with all applicable federal, state and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status or marital status.

**NOTE:** If you wish to resubmit work that was previously submitted in the same course, (e.g.: a course you are retaking) or from a previous course, it is important to initiate open communication with your instructor(s). It is required to obtain permission from the current instructor, and it is recommended to obtain permission from the previous instructor.

## **STUDENT GRIEVANCE PROCESS**

The student must complete a Grievance form and must provide strong, documented evidence and submit the completed Grievance form to the Registrar's office. The student must submit the Grievance form no later than 14 days from the time of incident. The Registrar's office will forward the Grievance form to the Vice President of Academic Affairs (VPAA) who will initiate and monitor the college committee's response to the student's grievance. The VPAA will provide a written response of the outcome within 10 business days.

## **STUDENT GRIEVANCE PROCEDURE**

Grievances must be submitted in writing to the Registrar's office using the Grievance form. The Grievance form may be obtained from the Student Services office or the Clarkson College website.

## **ELECTRONIC RESOURCES USE, COPYRIGHT INFRINGEMENT & NETWORK MANAGEMENT**

Computer and network system users are responsible for following the published restrictions to access Clarkson College computing systems and networks.

1. A user must use only the computer account(s) that has been authorized for his/her use.
2. Users are responsible for the use of their computer accounts. Users should make appropriate use of systems-provided protection features such as passwords and file protections and should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose. If assistance is needed in gaining access to Information Technology (IT) resources, contact the IT help desk.
3. Users will not attempt to modify systems infrastructure. Users will not damage or obstruct the operation of any computer systems, software, services or networks.
4. Users will not supply or attempt to supply false or misleading information or identification in order to access an IT resource.
5. IT resources must be used only for the purposes for which they are authorized. For example; student, faculty and staff accounts, issued for legitimate classroom or office work, cannot be used for private consulting, commercial enterprises and/or personal financial gain.
6. Playing computer games (other than for educational purposes) on Clarkson College computers is not allowed and may result in the loss of access to Clarkson College IT resources.

7. IT resources will not be used as an instrument to intimidate or offend persons. Using IT resources as a means of communication to terrify, intimidate, threaten, harass, annoy or offend another person constitutes grounds for cancellation of access to Clarkson College computers, systems, networks, learning management systems, etc., and may result in disciplinary and/or legal action. Use of IT resources as a means of: a) communicating indecent, lewd or obscene language to another person, or: b) communicating a threat or lewd suggestion to another person shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend. User profile pictures must be in good taste and focus on the user. Users shall not use objects, group shots, pets, children or any other type of unprofessional or offensive images.
8. Users shall not access, copy or transport Clarkson College programs, files or data without prior authorization. User software and/or software subscriptions may be used on computers only if the product has been legally obtained and if its use does not violate license or copyright restrictions. Any software or software subscriptions not approved or purchased by Clarkson College will not be placed on Clarkson College machines or utilized without approval from the IT department. Such software may not receive support from the IT department and may be subject to immediate removal or discontinuation. Users may not (nor attempt to) inspect, modify, distribute or copy privileged data or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting etc.
9. Users shall not attempt to encroach on others' use of the computing facilities or deprive them of IT resources.
10. Users shall not attempt to subvert the restrictions associated with any system accounts.
11. Users shall not engage in illegal Peer-to-Peer (P2P) file sharing on Clarkson College networks. Clarkson College will use available technologies to block P2P file sharing applications in accordance with the Higher Education Opportunity Act. If necessary, Clarkson College IT will assist users in finding legal alternatives to software and services deemed as "illegal."
12. Users will only upload and disseminate files that have been legally obtained, and where user does not violate any licensing or copyright restrictions.

Disciplinary actions for violating the policy shall be governed by but may not be limited to the applicable provisions of the Academic Catalog and student handbook, faculty and department handbooks, policies of Clarkson College, Statutes of the State of Nebraska and federal law, including civil and criminal legal actions. Persons who violate this policy may have their access privileges to Clarkson College computing systems, learning management system and networking systems revoked. The Center for Teaching Excellence will review reports based on user accounts to ensure that violations to this policy, in relation to the learning management system, are reported to the proper administrator for disciplinary action of all offenders.

### **GRADUATION REQUIREMENTS**

Students are responsible for initiating the action to conclude their college degree work by completing the Clarkson College Graduation Application. The completed application must be submitted to the Registrar's office one semester prior to the semester of graduation according to the following timeline:

- a. No later than the 10th week of the fall or spring semester or
- b. No later than the 4th week of the summer semester prior to the semester of graduation.

**NOTE:** Filing for graduation will automatically initiate a graduation audit by the Registrar's office.

Students must fulfill all of the following requirements for graduation to be eligible for the awarding of a certificate and/or degree:

1. Candidacy for graduation has been approved;
2. All academic requirements have been met;

3. Financial obligations have been met (Student must register and pay for all deficient course work before participating in the graduation ceremony).

Students who do not qualify for graduation by Monday of the week of graduation (five days prior to commencement) will be notified by their Program Director.

The Registrar's office will not send information to or correspond with any licensing agency, certification program or credentialing center regarding program completion until all of the above obligations are met.

A signed diploma will be issued upon verification of successful completion of all course work and when all financial obligations have been met.

### **PARTICIPATING IN COMMENCEMENT**

All graduating students are encouraged to participate in the Clarkson College commencement ceremonies. Information pertaining to commencement (dates, attire, etc.) will be sent via email at the appropriate time.

### **COLLEGE EXIT SURVEY**

All students must complete the doctoral exit survey. Students typically receive an email and/or notification that details how they complete this requirement.

## **Additional Information for Nurse Practitioner Students**

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### **EXPECTATIONS OF NP STUDENTS & FACULTY**

Faculty expectations for the adult learner assume that the student in the NP programs will be able to use and demonstrate critical thinking skills in proposing advanced practice therapeutic nursing interventions. The process for obtaining optimum learning experiences is the responsibility of the student. Clinical settings that you select need to provide you with opportunities to gather patient baseline information and allow you to apply principles of health assessment, interpretation and differential diagnosis. In the advanced clinical courses you will need to develop comprehensive treatment plans with methods for evaluating the outcomes. Medical treatment modalities will be incorporated within the nurse practitioner comprehensive treatment plan to provide a framework for quality, cost-effective health care services. Each student is expected to use a holistic approach with every patient. This includes the integration of the family and environmental systems within the community setting. It is important to remember as a student in a clinical setting to be respectful of the environment and staff. Personal phone calls and use of technology communication devices is prohibited in the clinical setting except in emergency situations.

### **ROLE COMPETENCIES**

The National Organization of Nurse Practitioner Faculties (NONPF) has established a set of performance expectations for the nurse practitioner. These competencies form the basis of the nurse practitioner track and guide the clinical course evaluations. It is a Clarkson College Graduate Nursing program expectation that all nurse practitioner students are aware and can discuss these competencies.

### **HEALTH & SAFETY REQUIREMENTS/PREPARATION TO PARTICIPATE AT CLINICAL SITES CRIMINAL BACKGROUND CHECK/DRUG SCREENING, IMMUNIZATIONS, LICENSURE AND/OR CERTIFICATIONS**

Students admitted to the program are required to complete a criminal background check drug screening along with the submission of required documentation. Information to create an online account with appropriate College vendor will be sent to the student once s/he is formally accepted into the program. Additional background checks and/or drug screenings could be required at the expense of the student and with or without cause for suspicion as required by the clinical agency or Clarkson College.

### **HIPAA & BLOODBORNE PATHOGENS**

A module on HIPAA regulations and infectious diseases will be included in NS 830 clinical course and must be completed prior to beginning NS 830 clinical.

## Guidelines for Preparation & Completion of Assessment & Clinical Courses

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### OVERVIEW OF CLINICAL COURSES

There are five clinical courses associated with both the FNP and AGPCNP options. The first course, Advanced Physical Assessment (NS 830) is the foundation to the remaining clinical courses. The student will complete **50** on site clinical hours with an approved preceptor and clinical site for the assessment course **NS 830**, **120** hours on-site clinical hours are to be completed in **NS 832**. The student will complete **160** on-site clinical hours for each of the remaining clinical courses (**NS 831, NS 840, NS 842 and NS 844**). All clinical experiences require an approved preceptor and clinical site. Further details concerning these course outcomes can be found in the online campus individual course shell.

**NOTE:** Students enrolled in NS 830 will need to wait until after they have successfully completed the physical assessment sign-off during Graduate Weekend to begin clinical hours. Students not successfully passing the check-off on the second attempt at Graduate Weekend will fail the course and need to repeat.

### PREPARATION FOR CLINICAL COURSES

Planned clinical experiences with competent mentoring and support are essential components toward your learning necessary clinical skills for the nurse practitioner role. We expect that under careful and thorough supervision from your clinical preceptor, you will apply what you learn while working with clients in actual primary care settings. Under course faculty and preceptor guidance, you will be expected to integrate clinical experiences with theoretical content learned from the core and support courses and from clinical class discussion, readings, clinical rounds, evidence-based practice standards and practice guidelines. In addition to your assigned course readings, you will need to spend additional time preparing for clinical by reviewing current textbooks, relevant professional journals and web-based information sources.

In order to begin clinical courses, you must establish a preceptor and clinical site relationship. The process for establishing preceptor relationships and clinical site identification is explained below. **Please note: this process can take up to two months to complete, so do not wait to establish your clinical contacts.** Use of military preceptors or sites may require lead-time of **6 to 12 months** to complete the contract arrangements. It is important for you to read, understand and follow these directions upon entry into the NP programs so plans may be made well in advance to locate an experience that will be of benefit to you as you progress through the program.

Clinical site and primary preceptor paperwork, i.e. Step Two (DocuSign), for a specific course will be complete by the **end of the first week of the semester**. Failure to have this paperwork completed by **the end of the first week of classes** may result in the need to withdraw from the course, which may extend your graduation date. Additionally, if you or your preceptor are unable to meet the clinical hour distribution requirement, you must notify your instructor, as it may affect your progression and ability to complete the course.

Once DocuSign paperwork is completed and the semester has begun, students are expected to evenly distribute their total clinical hours over the course of the semester (with the **exception of NS 830** when students cannot start hours until after successful completion of Graduate Weekend). Students should not be front or back loading their semester with clinical hours. If your paperwork is not complete by the start of the semester, you need to reach out to your course instructor immediately and let them know where you are at in the process. By the first day, if specialty preceptor paperwork is complete but primary preceptor paperwork is not, you will also need to contact your instructor with an explanation.

**The Director of the DNP program and/or Assistant Director of the DNP program, along with the course faculty, must approve any exceptions to this process.**

## PREPARATION FOR PRECEPTOR & CLINICAL SITE SELECTION

All clinical experiences in the NP programs are to occur with competent preceptor mentoring and support in order to ensure students obtain clinical skills appropriate for the NP role. Therefore, all clinical preceptor(s) and clinical site(s) must be **pre-approved** by the Program Director and/or Assistant Director.

**Approval of a clinical preceptor and clinical site MUST be obtained prior to beginning each NP clinical course.** Students may not begin clinical with a preceptor until the process related to the forms is completed. Students enrolled in NS 830 will need to wait until after they have successfully completed the physical assessment sign-off during Graduate Weekend to begin clinical hours. The student is responsible for identifying a preceptor(s) who is/are appropriate for each clinical experience. Since our students live in many cities throughout the United States, you must begin to locate a general practice preceptor and clinical site that best suits your educational needs. You should begin interviewing and delineating appropriate general practice preceptors and clinical sites as soon as you have been accepted to the NP programs at Clarkson College (See Preceptor Qualifications section).

## ONBOARDING & CLINICAL PLACEMENT

It is the student's responsibility to adhere to the policies and procedures of their clinical site. The DNP Program Advisor and students will work together to handle any onboarding and clinical placement with additional attestation from the Compliance office. Onboarding relates to any additional requirements a site may need before you can begin clinical. Clinical placement relates to a process a site has in place for you to request or seek approval for clinical with a preceptor.

A detailed listing of clinical sites and their requirements is located on the [DNP Student Resource page](#). Refer to this link to ensure you are meeting the requirements of your clinical site. If your clinical site is not listed, be sure to work with your preceptor to make sure that there are no additional items needed before you can begin clinical. Let your advisor know if your clinical site requires something of you that is not listed on the Clinical Placement and Onboarding information.

It is the student's responsibility to work with the clinical site and preceptor to ensure that any onboarding is completed prior to starting your clinical experience.

## PRECEPTOR & CLINICAL SITE SELECTION, APPROVAL & AGREEMENT PROCESS

One of your first tasks in preparation for entry into the clinical tract will be to locate and secure at least one family practice primary care provider prior to registration in NS 830 (Advanced Physical Assessment). This person will act as your preceptor as you progress through the 50 contact hours to learn advanced clinical assessment skills. You may wish to also use this person in future clinical course. **Additionally, attendance at "Graduate Weekend" is mandatory.** Students may not begin clinical until after successfully demonstrating skills during the check-off process held during Graduate Weekend.

## PRECEPTOR QUALIFICATIONS

To assure that you are able to fulfill your clinical obligations for each course, it is important for you to carefully screen and select preceptors who have the time to devote to you and who are willing to allow hands-on practice and clinical recording using their patients.

**NURSE PRACTITIONER CLINICAL ROTATION INFORMATION**

<b>COURSE</b>	<b>TYPE OF PRECEPTOR/SETTING</b>	<b>OBSERVATION HOURS/APPROVED BY FACULTY/TYPHON</b>	<b>CONFERENCE HOURS/APPROVED BY FACULTY/TYPHON</b>	<b>MAXIMUM SPECIALTY HOURS</b>	<b>TOTAL HOURS</b>
<b>NS 830</b>	FP	0	0	0	50
<b>NS 831*</b>	Internal Med	8–10	8	56	160
<b>NS 832*</b>	FP	8–10	8	40 (not encouraged)	120
<b>NS 840</b>	FP/PEDS	8–10	8	56	160
<b>NS 842</b>	OB/Women's Health**	16 (OB)	8	40	160
<b>NS 844</b>	FP	8–10	8	56	160

\* Adult–Gerontology Primary Care Nurse Practitioner (AGPCNP) students can complete hours in a Family Practice (FP) or Internal Medicine (IM) setting. Students should assess and manage a client base that includes adolescents, young, middle and older adults only.

\*\* NS 842: A minimum of 120 hours must be with a women's health provider (OB/GYN, MD or DO), a Certified Nurse Midwife who has 50 percent or more gynecologic practice or a FNP who works in a women's health setting (a PA practicing in a women's health facility may be used with instructor approval).

When considering clinical location(s) for completion of specialty hours, the following are approved/denied by faculty:

	<b>NS 831</b>	<b>NS 832</b>	<b>NS 840</b>	<b>NS 842</b>	<b>NS 844</b>
<b>Pediatrics</b>	No	Yes	Yes	No	Yes
<b>OB/GYN</b>	No	Yes	No	Preferred	Yes
<b>Internal Medicine</b>	Yes	Yes	No	Yes	Yes
<b>Dermatology</b>	Yes	Yes (not aesthetic dermatology)	Yes	Yes (not aesthetic dermatology)	Yes (not aesthetic dermatology)
<b>Cardiology</b>	Yes	Yes	Only if Pediatric	Yes	Yes
<b>Orthopedics</b>	Yes	Yes	Yes	No	Yes
<b>ER/Urgent Care</b>	Yes	Yes	Yes	Yes	Yes
<b>Urology</b>	Yes	Instructor approval required	Only if pediatric	Yes	Instructor approval required
<b>Endocrinology</b>	Yes	Instructor approval required	Yes	Yes	Instructor approval required
<b>Hospitalist</b>	No	No	No	No	No



## PRECEPTOR GUIDELINES

Important clinical and preceptor guidelines include the following:

- The preceptor must be a physician (MD), osteopathic physician (DO), physician’s assistant (PA) or nurse practitioner (NP) who is currently licensed in the state in which you intend to conduct your clinical (with exception of providers working in U.S. government settings). All preceptors must be practicing in an area related to content in the course in which you are registered. All preceptors must have at least two (2) years of experience (no exceptions). Students may use a certified nurse midwife (CNM) for NS 842, however the **CNM must see 50 percent GYN, not only pregnant patients**. See below for additional NS 842 requirements.
- Appropriate clinical sites include primary care offices, outpatient primary care clinics or rural health clinics.
- Students are not allowed to use any family relation as a preceptor. All preceptorship hours found to be completed with a family member will not be included in the total clinical preceptorship hours.
- If your clinical site is at your current place of employment, it must not be in the department in which you are employed.
  - Nebraska Medicine employees must contact Director prior to completing preceptor hours for separate log-in for EPIC.
- Conference hours must be approved by faculty **before** the conference and must pertain to the course.
- Observation hours must be approved by faculty **before** the observation. Observation does not require DocuSign paper, and there is **no** hands-on care.
- Observation hours must be logged in Typhon, just like primary and specialty hours. Observation preceptors are not automatically added to Typhon. You will need to submit a “request addition” of your preceptor or contact your advisor to have them added.
- No hours should be spent with the hospitalist, as you are not in an Acute Care NP program.
- Adult–Gerontology Nurse Practitioner students should assess and manage a client base that includes adolescents, young, middle and older adults only.
- NS 840: Pediatrician or Family Practice with at least six peds patients daily on average
- Students must have an agreement for all providers they see patients with, including “partners” in a practice.
- Students must fill out a new Step One for each preceptor, every course, every semester. This is required even if the same preceptor and facility have been used previously. Effective fall 2018, students will have a deadline to submit paperwork:
  - Spring: Nov. 1
  - Summer: March 1
  - Fall: June 1

Students are required to have a Step One submitted for an upcoming clinical/practicum course by the dates listed above.

- Students will not be allowed to enroll/register in a clinical/practicum course without submitting a Step One in DocuSign. The only exceptions considered are for students who submit placement requests in My Clinical Exchange or for unavoidable preceptor changes, such as the preceptor declining to have the student follow him/her.
- The student initiates Step One in DocuSign, and Step Two is completed by the DNP Advisor.
- Students may not attend **any** clinical/practicum hours until all paperwork is final/completed. All students must receive approval from course faculty as well as “final DocuSign email of paperwork completion” prior to beginning any clinical/practicum preceptorship hours. Any preceptorship hours

completed prior to the final completion will not be included in the total clinical/practicum preceptorship hours required for course completion.

- Once DocuSign paperwork is complete and the semester begins, students are expected to evenly distribute their total clinical/practicum hours over the course of the semester—with the exception of NS 830, as students cannot begin hours until after successful completion of Graduate Weekend. Students should not be front or backloading the semester with clinical/practicum hours. If your paperwork is not complete by the semester's start, you need to reach out to your course instructor immediately and let him/her know where you are in the process. If specialty preceptor paperwork is complete by the first day and primary preceptor paperwork is not, the student will also need to contact the course instructor with an explanation.
- Preceptor and clinical sites will not be added into Typhon without DocuSign paperwork being completed.
- Students will have no more than two preceptors for a clinical course. If the student wishes to use more than two preceptors, s/he will need written approval from the course instructor.
- If your preceptor has questions concerning DocuSign, direct them to [DNPadvising@clarksoncollege.edu](mailto:DNPadvising@clarksoncollege.edu).

#### **REQUIRED CLINICAL EXPERIENCE FOR NS 842 PRIMARY CARE OF WOMEN**

- Well woman exams to include assessment of risk factors, disease screening and health promotion (minimum of 10)
- Well woman exams in all age categories (21–65 years of age)
- Pelvic examinations (at least 10)
- Breast examinations (10)
- STD screening and treatment (may be included under gynecological exams)
- Contraceptive counseling (5)
- Nutritional and lifestyle counseling (may be included under well woman exam)
- Normal pregnancy visits (16 hours minimum)
- Gynecological exams, i.e. vulvo/vaginitis, abnormal vaginal bleeding, pelvic pain
- Menopause counseling
- Thyroid management
- Hypertension/hyperlipidemia

**NOTE:** Not all primary care providers do routine breast and pelvic exams during an annual well woman visit. You are required to include these skills for this course.

#### **PROCEDURE FOR OBTAINING APPROVAL OF PRECEPTOR & CLINICAL SITES**

PLEASE READ & REVIEW.

**NOTE:** Each student will complete a NP Preceptor and Clinical Site(s) Intent form. NP Preceptor and Clinical Site Intent forms, NP Preceptor Data forms and NP Preceptor Agreement forms are available through your previous semester course shell. They are located under “Course Home” within the left navigation menu of the designated service course. It is titled “Preceptor/Clinical Site forms.”

Contact NP faculty and discuss course requirements for clinical experience.

1. If you are unsure of any preceptor or other requirements: contact your NP course faculty to determine appropriateness of the preceptor for clinical experience.
2. Select your preceptor(s) by scheduling an appointment so you can evaluate if this person is truly able to assist you in this important phase of your education.
3. Provide the preceptor with a copy of the [Course Guidelines](#).

4. Discuss the information in the Course Guidelines with potential preceptor(s) and determine if the preceptor agrees the course expectations can be met under his/her direction.

### **OTHER STUDENT RESPONSIBILITIES WHEN REGISTERED IN NP ASSESSMENT & CLINICAL COURSES**

In addition to obtaining a preceptor and clinical sites, the NP student is responsible for:

- Complete the academic program requirements for health and safety. This includes a background check and drug screening, immunizations, licensure and certifications. This process is completed online with the College approved vendor upon admission into the program.
- Following the administrative policies, regulations, standards, practices (e.g., universal precautions) and procedures of the contracted (affiliated) clinical facilities.
- Safeguarding the confidentiality of client information.
- Providing their own transportation to and from the clinical facilities.
- Reporting to the preceptor on time and as scheduled.
- Providing College faculty appropriate notification when conflicts occur.
- Conforming to the standards of professional practice established by the preceptor, affiliated clinical facilities and any applicable regulating body while participating in the preceptor experience.
- Maintaining RN licensure and Basic Life Support certification.
- **Students registered for any course are expected to check their Clarkson College STUDENT email account daily.**
- Keeping the course faculty fully apprised of your ability to complete the clinical hours in the expected time frame. If it becomes apparent to you that your approved preceptor will be unable to meet his/her agreed upon obligations, it is your responsibility to inform the course faculty of the situation and to promptly locate an alternative preceptor under whom the expectations can be met. If it becomes apparent that the expected time frame cannot be met, it is your responsibility to drop the class after discussion with the course faculty and your advisor.
- Keeping the course faculty/advisor or director apprised of any personal crisis that arises that may prevent completion of any courses while attending Clarkson College. All faculty and administrators are well aware that certain situations may arise while students are enrolled in the graduate program and make every effort to help you decide what can and should be done about your educational responsibilities at this time of crisis. The key to any sound decision or alternative plan requires that you make Clarkson College fully aware of your situation. Decisions about tuition refund, dropping a course or courses, taking a leave of absence, obtaining assistance from Student Services can be done in a satisfactory manner when you notify and discuss the situation with the course faculty, your advisor or the director of the Graduate Nursing program immediately.

### **TYPHON STUDENT TRACKING SYSTEM**

The Typhon Student Tracking System (NPST) for Advanced Practice Nursing Programs is used in the Clarkson College Graduate Nursing program. NPST functions as a complete electronic student tracking system with comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site databases, curriculum mapping and secure document management.

### **EVALUATION METHODS**

Course, agency, student and faculty evaluations are an expected part of any educational experience. These evaluations are important not only because they are required by regional and national accrediting bodies but

they provide information that leads to future improvement of the student, program and Clarkson College. Grading in the clinical track includes consideration of your preceptor's appraisal of your skills, clinical logs, the quality of your written assignments, your contributions to group discussions and your performance on written and/or on-site clinical examinations. Discussion of each evaluation method follows.

### **PRECEPTOR(S) ASSESSMENT OF STUDENTS**

While the clinical faculty is responsible for issuing the final course grade, preceptor appraisal is an important aspect of the faculty's evaluation of each student. The course faculty may contact preceptors during clinical courses regarding student's clinical performance. You are expected to inform each preceptor prior to the beginning of the clinical experience about course-related information. Many are requesting a copy of the course syllabus, too. When discussing the clinical courses, you should assure that the preceptor is willing to participate in an online, interactive appraisal of your progress.

At mid-term or when changing preceptors, the preceptor will access the Preceptor Assessment form through the Typhon Tracking System that is used to house the NP patient logs.

Be sure the preceptor knows the Typhon process and how to find the Preceptor Assessment form within their email. If you are not using the online form for evaluation, please be sure that the completed form is sent to the course faculty.

The minimum acceptable score for Preceptorship Assessment of student performance is 75%. If the student receives below 75%, faculty will review the assessment and obtain additional information from the preceptor regarding the assessment, if necessary. After discussing the preceptor assessment with the student, the faculty will make the final determination regarding whether the student's performance is Pass or Fail. The faculty will notify the student of the rationale for the clinical preceptorship grade. The faculty will enter the final grade in Canvas (Pass/Fail). If the student fails the clinical preceptorship portion of a course, the student will have to repeat both the clinical and theory components of a course.

### **STUDENT SELF EVALUATIONS & AGENCY EVALUATIONS**

All students will complete a midterm and/or final evaluation based on a self-assessment of their clinical competence. Additionally, students completing a clinical course will complete the agency evaluation.

### **WRITTEN EXAMINATIONS**

Written examinations are given in various clinical courses to prepare you for certification boards using the certification examination design approach. All examinations are online, timed and one question per page.

### **PASSING GRADE FOR THEORY COMPONENT FOR A COURSE**

The final theory course grade consists of a letter grade. Students must complete course work with a grade of 80% or above in order to successfully complete a theory course. An earned 80% exam score average in addition to an overall earned course average (inclusive of quizzes) of 80% is required of all students in order to pass a nursing theory class. If a student does not pass on either the exam average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar. Percentage grades will not be rounded (i.e., a 79.98% will not be rounded to 80%).

### **ON-CAMPUS ASSESSMENT & CLINICAL APPRAISAL**

The student's ability to perform physical and psychosocial assessments, and conduct and document a comprehensive exam is included in the NP Graduate Weekend. **All NP students are required to attend the specified on-campus Graduate Weekends. Failure to attend the entire Graduate Weekend will result in failure of the course.**

### HESI TESTING

A nationally normed test will be given as a per-certification assessment for NS 844 students during Graduate Weekend. Additional information is available in the course syllabus and course shell.

## Conclusion

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The administration, faculty and staff of Clarkson College have developed this handbook to assist the DNP student who is enrolled in the BSN to DNP and Post-Master's options as s/he progresses through the program. **It is important to keep in mind that the student must also follow the additional information, policies and procedures specific to the core specialty track, as applicable.**

View the [Academic Catalog](#) and College website for specific information relating to course descriptions, policies and procedures, including—but not limited to—detailed course information, clinical and requirements for your chosen DNP degree option.

We would appreciate recommendations for additions or suggestions to include in future editions of this handbook. Please forward your ideas to the course faculty or director of the DNP program.

# Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

# Values

## Learning

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The lifelong process of education through both structured and unstructured experiences.

## Caring

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An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact, serve and lead.

## Commitment

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Dedication and accountability to the shared mission of Clarkson College.

## Integrity

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Adherence to moral and ethical standards in personal, professional and organizational actions.

## Excellence

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A level of performance in which all individuals strive for extraordinary quality.