

# **MSN Student Handbook 2007-2008**



*University of West Georgia*

*University of West Georgia*  
**UNIVERSITY OF WEST GEORGIA**  
**DEPARTMENT OF NURSING**  
**MSN STUDENT HANDBOOK**  
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**WELCOME!**

I am delighted to welcome you to the MSN program at the University of West Georgia, Department of Nursing. I am pleased that you have selected this university to pursue your education and am confident that you will find the program of study both challenging and rewarding.

This handbook has been developed to provide university and department information concerning various policies and guidelines. Please seek clarification from faculty members as necessary.

One of the strong points of this program is the cadre of committed faculty. I think you will find the faculty to be caring, competent, and empathetic individuals willing to assist you in every way possible. Please feel free to call on me at any time. My door is always open, and I welcome your input and suggestions concerning the program.

Kathryn Grams, RN, PhD  
Chair and Professor, Department of Nursing  
July 2007

**UNIVERSITY OF WEST GEORGIA  
DEPARTMENT OF NURSING  
MSN PROGRAM**

**PROGRAM MISSION**

The mission of the MSN program at the University of West Georgia is to offer high quality graduate education that:

- Prepares registered nurses for advanced practice roles in diverse health care settings in Georgia and the surrounding region
- Provides regional outreach related to graduate nursing education through off-campus programs
- Provides a caring, supportive, personal, environment for learning that:
  - Affirms the holistic nature of individuals
  - Reflects caring as the essence of nursing
  - Expects that nurses use critical thinking in decision making
  - Supports evidence-based practice
  - Utilizes disciplinary rigor to support MSN student progress toward assuming leadership and education roles

**STATEMENT OF PHILOSOPHY AND ASSUMPTIONS**

The faculty of the Department of Nursing believe and support the purpose of the University of West Georgia, which is to provide students with “opportunities for intellectual and personal development through quality teaching, scholarly inquiry, creative endeavor, and service for the public good” and to offer “educational experiences that foster the development of leaders and productive citizens who make a positive impact throughout an increasingly global society.” The faculty is committed to creating a milieu for learning that fosters “educational excellence in a personal environment.” In pursuit of these beliefs, the faculty declares the following statements of our beliefs and assumptions:

People are unique and dynamic as thinking, caring, feeling, and intuitive contributors to society. People are holistic, representing an integration of mind, body, and spirit. They have spiritual-social-ethical beliefs and values that influence the perception of self, others, and the world. Each person has the potential for growth and the right to make choices and take the responsibility for choices made. People value human dignity, freedom, and truth and are altruistic in their capacity to be responsible in the care of self and others. These beliefs about persons refer to patients and other health care recipients, as well as students and faculty.

People construct meaning and develop knowledge through being in the world and interacting with it. Environment is the world around us. Environment includes other persons, families, groups, communities, cultures, things, and the natural world. A concern for the environment is essential for survival and the preservation of the context of our existence.

Health is a dynamic state of being in which there is a balanced integration of relationships, choices, and human potentials: physical, mental, emotional, and spiritual. The individual's perception of this balanced integration, or wholeness, is unique and self-determined. People experiencing illness or disability may perceive themselves as whole or healthy, even though society may view them as unhealthy.

Nursing, an art and a science, is creative and occurs in a variety of settings. Nursing involves the creation of a safe, nurturing, and healing environment emphasizing respect for the opinions, wishes, and goals of those receiving nursing care. The environment in which nursing is practiced is constantly changing, and nurses must be responsive to consumer and other political demands in health care systems. In an attempt to prepare students to practice in a rapidly changing health care environment, the faculty believe the priorities set forth in Healthy People 2010 related to health promotion, maintenance, protection, and disease prevention provide direction for the selection of curricular content. To prepare the profession of nursing for evolving health care, we believe it is critical to provide education at the graduate level designed to foster utilization of theoretical knowledge in the development of health policy, the management of healthcare systems and the development and implementation of educational programs.

The domains of nursing are helping, teaching-coaching, diagnostic and patient monitoring, managing rapidly changing situations, administering and monitoring therapeutic interventions, ensuring quality of health care, and organizational and work-role competencies (Benner, 1984). Benner's domains provide a framework for problem solving and describe what it is that nurses do. Within the domains of nursing, the nursing process provides a theoretical framework for guiding nursing care. The nursing process includes assessment, diagnosis, planning, intervention, and evaluation in the implementation of nursing practice.

Nursing care may be provided by a variety of practitioners. The professional nurse, a graduate of a baccalaureate nursing program, fulfills three roles: provider of care, manager of care, and member of a profession. In the first role, provider of care, the professional nurse provides competent nursing care to individuals, families, groups, and communities. This competent care assists others to achieve and maintain wholeness and/or to face death with dignity and comfort. The nurse prepared at the Master of Science in Nursing level functions in advanced practice roles related to the management and quality of health systems as well as in the areas of patient education and the education of nurses through the application of theory and participation in research and research utilization.

Within the second role, manager of care, professional nurses manage people and things. Their management style, responsive to change and collaborative in nature, reflects a commitment to caring and includes behaviors that recognize the holistic nature of people. Professional nurses are concerned with issues related to quality of care and may act as change agents in the health care or education setting. The nurse prepared at the graduate level has the knowledge and critical thinking skills needed to collaborate with other health care providers to implement changes that will improve health care delivery and/or educational programs.

In their third role as members of the nursing profession, nurses assume individual accountability and responsibility. They practice within the legal and ethical boundaries of the nursing profession. Professional nurses participate as citizens in political/societal decision making and are involved in issues related to the quality of care. Professional nurses demonstrate commitment by participating in professional organizations, life-long learning, and activities that benefit the global community. At the graduate level, the nurse is expected to assume leadership roles within professional organizations. The graduate level nurse is also expected to attain a level of scholarship congruent with preparation for doctoral study.

Caring, critical thinking, holism, and communication are inherent in all roles of the professional nurse. In addition, the characteristics of competence (clinical and cultural), confidence, commitment, conscience,

and collaboration are considered essential to the practice of nursing. The descriptions of these concepts follow:

Caring, a basic way of being, is the essence of nursing and means that people, interpersonal concerns, and things matter (Watson, 1979). Caring for self and others involves self-awareness and belief in personal empowerment. Caring includes maintaining academic and practice standards to ensure the quality of the profession. Caring extends beyond the limits of patients/clients, families, groups, and communities to other nurses, other members of the health care team, and to self. Caring is learned through a variety of life experiences and is enhanced by experiencing caring practices among students, teachers, clients, and members of the health care team.

Critical thinking, a composite of knowledge, skills, and attitudes, is purposeful mental activity that produces and evaluates ideas and is focused on deciding what to believe and do. Critical thinking involves evaluating information for professional decision making. Persons who are critical thinkers seek and evaluate information, think about other's ideas before accepting them, learn from others, reassess their own views with new information, and make their own judgments (Ruggerio, 2000). Critical thinking, for nurses, involves the use of scientific and humanistic concepts, nursing theory, and research in professional decision making.

Holism recognizes the interaction of mind-body-spirit within people. People are not comprised of distinct parts that can be treated separately, but are seen as “Whole.” People are energy systems who are in constant interaction with their environment. They possess the inherent ability to heal and recognize death as natural in the cycle of life. Within a holistic framework many ways of knowing are valued, and self-responsibility is regarded as the foundation of all health care.

Communication involves knowledge, skills, and attitudes integral to all the characteristics of professional practice. Clear, assertive, and honest communication is necessary to establish and maintain caring human relationships that form the basis of professional nursing. Effective written, oral, electronic, and nonverbal communication is required of professional nurses.

Competence is possessing knowledge, judgment, skills, energy, experience, and motivation to meet the demands of clinical practice. Competence includes the technical skills of nursing as well as skills related to problem solving, collaboration, negotiation, technology, and evidence-based practice. Some of the attitudes needed to become competent are inquisitiveness, willingness to seek help, and an appreciation of lifelong learning. Cultural competence (AAN, 1992) is defined as “care that is sensitive to issues related to culture, race, gender, and sexual orientation” and is demonstrated by the ability to implement appropriate nursing care within the context of an individual or community’s values and health beliefs.

Confidence implies a pervading belief or trust in a person. It is a belief in one’s abilities to accomplish tasks. In this case, the trust of individual capabilities of those involved in a caring relationship—students, faculty, patients/clients, health care team members, and others. Confidence is demonstrated by an assertive demeanor, verbalized positive regard, willingness to learn new things, empowerment, and self-awareness. It involves the skills of communication, self-assessment and self-awareness, willingness to perform, speaking without hesitance as well as technical skills.

Commitment is the affective ability needed to keep one’s obligations congruent with one’s desires and to guide choices related to one’s trust, in this case, a nurse’s obligation to the profession of nursing. Commitment includes the attitudes of empowerment, advocacy, assertiveness, courage, self-responsibility

and accountability, and a profound desire to “maintain and elevate the standards of the profession.” Commitment to nursing is demonstrated by employment in nursing, membership in professional organizations, participation in lifelong learning activities, pursuit of advanced degrees, and involvement in activities that benefit one’s community.

Conscience involves knowledge, skills, and attitudes constituting an awareness of one’s moral responsibility to self and others. Conscience serves as a guide to one’s personal and professional behaviors and involves right-making actions and inquiry into right and wrong. Professional nurses need knowledge of ethical theory, legal principles, moral development, and decision-making theory. Insight into personal values, as well as, the values of diverse societies supports the characteristics of conscience. Skills include ethical decision-making, value clarification, critical thinking, and conflict resolution. Conscience will be evidenced by such attitudes as open-mindedness, truth seeking, courage, examination of one’s values, and respect for cultural beliefs/values of others. Conscience involves practicing nursing within the legal prescription of the profession.

Collaboration, the ability to work with others for a common goal, typifies the move toward interdisciplinary health care. Caring nurses must be responsive to a number of constituents. The skills of collaboration include negotiation, communication, problem solving, and critical thinking. Collaborative attitudes include respect for diversity, a positive response to change, and belief in “power with” rather than “power over.”

The optimum setting of nursing education is an academic environment with critical linkages into the practical environment. This environment provides an opportunity for the acquisition of general and specific knowledge of nursing as well as the biological, physical, medical, and social sciences and the humanities. Application of theory and evidence-based research findings are essential to the acquisition of knowledge.

Teaching and learning are reciprocal, lifelong growth processes that nurture and facilitate growth in all participants. Teacher-learners interact with learner-teachers; all teach and all learn. There are many ways to teach, learn, and to know—and all have value. Learning occurs through meaningful interaction and takes place when the whole person is involved and participative. Learning occurs when it is placed in context and involves the examination of accepted truths and cherished assumptions. Learning involves openness and the willingness to confront paradoxes.

Students are responsible for their own learning. Teachers facilitate learning and create an environment that empowers students to take responsibility for learning. Each student is unique with different learning potentials and ways of learning. The process of teaching and learning is as important as the content. (Revised 3/28/05)

## **MSN PROGRAM OBJECTIVES**

The purpose of the Master of Science in Nursing (MSN) program is to prepare registered nurses for advanced practice in the areas of health systems leadership and nursing education.

Graduates of the program will be able to:

1. Utilize theoretical models, information systems and technology to perform effectively in a variety of nursing practice, leadership, and educational roles. (competence and critical thinking).
2. Critically appraise original research for practice implications in the context of evidence-based practice.

3. Examine influences on nursing practice and education, including social, economic, ethical, legal, and cultural diversity issues (conscience and critical thinking).
4. Implement evidence-based practice competencies to achieve quality outcomes and enhance nursing care delivery, leadership and education (critical thinking).
5. Demonstrate critical thinking skills in implementing changes and making decisions in the delivery of healthcare or in nursing education (change and critical thinking).
6. Develop and implement practice, leadership, management, and teaching strategies for the improvement of healthcare or nursing education (commitment).
7. Communicate effectively using a collaborative approach to improve nursing education, the quality of professional nursing practice and the healthcare system (collaboration and communication).
8. Attain a level of scholarship congruent with preparation for doctoral study (commitment).
9. Practice nursing in leadership and education roles in a manner that reflects caring as the essence of nursing (caring).
10. Engage in advanced nursing practice that reflects a holistic view of self and others and respect for diverse cultures ((holism).

(Approved 9/23/05 by Graduate Faculty)

### **ADMISSION REQUIREMENTS**

Admission is based on the following criteria:

1. Applicant's score on the Graduate Records Examination (verbal and quantitative) or Miller Analogies Test (MAT).
2. Completion of a basic undergraduate statistics course with a grade of C or higher prior to enrollment or during the first semester of the program.
3. Evidence of current licensure as a registered nurse (RN) in the United States and eligibility for licensure in the state of Georgia.
4. Earned Bachelor of Science in Nursing (BSN) degree from an NLNAC or CCNE accredited program.
5. Official transcript from each college or university attended.
6. Satisfactory certificate of immunization (for a new student).
7. GPA of 3.0 (4.0 scale) for all upper division nursing courses.
8. Professional resume.

9. Three letters of recommendation from individuals who are knowledgeable of the applicant's professional and academic abilities.

Upon receipt of all application materials by the UWG Graduate School and determination by the Department of Nursing that all admission criteria are met, including minimum GRE or MAT scores and grade point average, the Department of Nursing will notify applicants of admission status.

These criteria represent minimal standards and provide no guarantee of acceptance. Admission to the Master of Science in Nursing program is competitive and granted by the Graduate Committee of the Department of Nursing and The University of West Georgia Graduate School.

### **GENERAL INFORMATION**

In addition to this Handbook, there are other resources that will assist in a successful journey through this program and the State University of West Georgia.

#### **GRADUATE CATALOG**

The West Georgia *Graduate Catalog* contains a complete statement of academic policies and procedures, courses required for the MSN program, course descriptions for suggested cognates, retention and graduation requirements, and essential items of information. It is a very important book to study and follow. A free copy can be obtained through the Office of the Vice President for Student Services.

#### **THE UNIVERSITY OF WEST GEORGIA STUDENT HANDBOOK**

The University of West Georgia Student Handbook, *Connection*, contains information concerning academics, student services, organizations and activities, and a campus directory. It also includes very important policies about student rights and responsibilities, conduct and discipline, grievance and appeals procedures, and financial aid requirements. If you do not already own a current copy of the Handbook, you can obtain a free one at the Office of the Vice President for Student Services.

#### **GEORGIA NURSES ASSOCIATION/AMERICAN NURSES ASSOCIATION (GNA/ANA)**

Students are encouraged to join and participate in the professional nursing organizations of ANA and GNA. Through these organizations nursing professionals deal with issues of concern such as improving standards of health care. ANA and GNA also foster high standards for nursing and promote professional development and economic welfare for nurses. For more information contact a faculty member.

#### **PI NU CHAPTER OF SIGMA THETA TAU**

The Pi Nu Chapter of Sigma Theta Tau was chartered in 2000 at the University of West Georgia to recognize superior academic achievement and the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. BSN and MSN students are eligible for membership.

The Pi Nu Eligibility Committee reviews student candidates and inducts new members each spring. The

Department of Nursing encourages students to reach for academic excellence and participate in the advancement of nursing scholarship, leadership, and professionalism through membership in this organization. Please contact nursing faculty members for additional information.

### GRADUATION CELEBRATION

The Department of Nursing hosts a reception on or near the same day as spring commencement each year to honor all graduating generic BSN, RN/BSN and MSN students and their families and present nursing pins.

### DEPARTMENT OF NURSING COMMITTEES

The Department of Nursing invites students to serve as representatives on all Standing Committees. Students serve as nonvoting members and are encouraged to participate in meetings to provide the student perspective on issues. Volunteers are sought from the student body each academic year to serve on the standing committees. The committees and minimum student membership requirements are as follows:

Caring for Students Committee

- 1 Generic BSN student
- 1 RN-BSN student
- 1 MSN student

Caring for Faculty Committee

- 1 Generic BSN student
- 1 RN-BSN student
- 1 MSN Student

Sustaining a Caring Curriculum Committee

- 1 Generic BSN student
- 1 RN-BSN student
- 1 MSN student

Evaluating the Caring Community Committee

- 1 Generic BSN student
- 1 RN-BSN student
- 1 MSN student

### EXPENSES FOR THE MSN PROGRAM

Participation in the MSN program will incur expenses such as the following:

1. Travel to clinical activities - Students are individually responsible for obtaining transportation to and from clinical activities.
2. Books - The cost of textbooks is variable.
3. Professional liability insurance – The cost varies depending on the policy.
4. Clinical/Skills Fees: A fee will be charged for all clinical courses. These fees are payable with tuition.

FINANCIAL ASSISTANCE

<http://www.westga.edu/~finaid/>

See Graduate Catalog or visit the above web site for detailed information about financial aid assistance. There are limited funds available for special emergency situations. Contact the Department Chair for information. Service Cancelable loans may also be available through the Georgia Student Finance Commission for graduate students seeking employment as nursing faculty in the state of Georgia.

LIBRARY RESOURCES

<http://www.westga.edu/~library/>

The University of West Georgia has a wide variety of nursing journals and books available for student use. In addition, the libraries at UWG, Newnan, Georgia Highlands, and Dalton State College have journals and books in education, business, science, art and the humanities. Access to additional nursing, allied health, and academic journals are available on GALILEO, the statewide electronic library, and the World Wide Web. Additional journals are available full-text in databases by Ingram Library and Galileo or on publisher's website.

The following library support services are available to all UWG students:

1. Individualized research consultation by phone, email or in person from the Ingram Library Reference Desk: 678-839-6495 or [AskAL@westga.edu](mailto:AskAL@westga.edu).
2. Assistance with connecting to online databases available through Ingram Library or GALILEO, the statewide virtual library.
3. Borrowing of materials from other libraries (at no charge to student) if UWG does not have what is needed, either through GIL Express System (USG libraries) or InterLibrary Loan (all other libraries).
4. Borrowing privileges at other USG Libraries upon presentation of valid UWG ID or other acceptable photo ID.
5. "Resources for Nursing" webpage, prepared by the Library's Liaison to the Nursing Department: <http://www.westga.edu/~library/depts/liaison/nursing/>

In addition, special services are available to students in distance education courses (one taught at off campus site or web-based course with more than 50% of class online):

1. Direct delivery of articles and books from Ingram Library (for students who cannot reasonably access a library adequate for their needs).
2. Reserve reading materials placed either online or at a library convenient to the off-campus class site.

(For more information about options available to off-campus and distance education students, visit the Distance Learning Library Services website:

[\(http://www.westga.edu/~library/depts/offcampus/\)](http://www.westga.edu/~library/depts/offcampus/)

WebCT Vista 3.0

<http://www.westga.edu/~distance/vista/>

MSN courses may be offered through or supported by WebCT Vista 3.0 software that delivers course material online. Faculty members will advise students when WebCT Vista is being used for a course. Visit the above website for information.

TECHNOLOGY REQUIREMENTS

The Department of Nursing values the use of technology for competent professionals. Many of the nursing courses are supported by WebCT Vista, the online distance learning program used by University System schools. Some courses may be taught partially or totally on-line. Upon admission, students are expected to have minimal computer skills including word processing, computerized literature searches, email, and the use of browser software to search the internet. Student Microsoft campus agreement enables students to obtain free copies of the latest versions of specific Microsoft software. Visit <http://www.westga.edu/~mcastu/> for participation requirements.

1. Students should contact the Excel Center to ensure computer literacy.
2. Student technology requirements, general computer usage, and information and tutorials about e-mail, BanWeb and WebCT, are available online at the Tech Life homepage:  
<http://www.westga.edu/~techlife/access.shtml>.
3. Students and faculty should use assigned UWG email addresses in all correspondence.

### CLASSROOM EXPECTATIONS

Through class attendance and participation each student has an opportunity to acquire and share knowledge, communicate with faculty and other students, and take the intellectual initiative. Students are expected to display respect for self and others in the classroom environment by turning cell phones and beepers off or to vibrate mode. Children may not be present in the classroom or left unattended in the Department. Lectures may be taped only with permission of the faculty. Students who violate these expectations may be asked to leave the classroom.



## MASTER OF SCIENCE IN NURSING

The Department of Nursing will be accepting applications for admission once per year. Proof of the following should be submitted to the Graduate School Office by **JUNE 1st**, to be considered for admission for Fall Semester of each academic year:

- ✓ **Completed application for admission to the UWG Graduate School**
- ✓ **Non-refundable \$20.00 application fee (one time only)**
- ✓ **One official transcript from each college or university attended**
- ✓ **Satisfactory certificate of immunization (if you are a new student)**
- ✓ **Evidence of current unrestricted licensure to practice as a registered nurse (RN) in the United States and eligibility for licensure in the state of Georgia (you must have a Georgia license by date of enrollment)**
- ✓ **Earned Bachelor of Science in Nursing (BSN) degree from an NLNAC or CCNE accredited program**
- ✓ **3.0 GPA (4.0 scale) for all upper division nursing courses**
- ✓ **An acceptable GRE or MAT admissions test score (waived for BSN graduates within 3 year period of graduation with 3.5 or higher GPA.**
- ✓ **A basic undergraduate statistics course, which must be completed with a grade of C or higher prior to enrollment or during the first semester of the program**
- ✓ **Professional resume**
- ✓ **Three letters of recommendation from individuals knowledgeable of your professional and academic abilities**

Please send all of the above documents directly to the Graduate School, at the University of West Georgia, 1600 Maple Street, Carrollton, GA 30118-4160. Inquiries related to your application status or admission test information should be directed to the Graduate School by calling 678-839-6419. Fax number, 678-839-5949.

Your application status may be viewed at [www.westga.edu/~gradsch/](http://www.westga.edu/~gradsch/).

- ✓ **Upon receipt of all application materials by the UWG Graduate School and determination by the Department of Nursing that all admission criteria are met, including minimum GRE/MAT scores and grade point average, the Graduate School and the Department of Nursing will notify selected applicants regarding admission to the program.**

The above criteria represent minimal standards and provide no guarantee of acceptance. Admission to the Master of Science in Nursing program is competitive and granted by the Graduate Admissions Committee of the Department of Nursing. Applicants will be notified of admissions decisions in July 2006 (exact date is to be determined).

### IMPORTANT PHONE NUMBERS

Department of Nursing  
Dr. Laurie Jowers Ware, Coordinator of MSN Program  
Financial Aid  
Registrar

678-839-6552  
678-839-5631  
678-839-6421  
678-839-6438

Visit the Department of Nursing online at <http://www.westga.edu/~nurs/>.

## THE IMPORTANCE OF ADMISSION TEST SCORES

All students applying for admission to the Master of Science in Nursing program at the University of West Georgia must submit an official entrance examination score on the Graduate Record Exam (GRE) or the New Millers Analogies Test (MAT). Regular admission requires a GRE score of at least 800 (a minimum of 400 on the verbal and 400 on the quantitative sections of the exam). Regular admission requires a New MAT scaled score of 396-401 (percentile rank of 46-54). Test scores for the MAT will only be accepted if taken after October 2004. Please see Graduate School web site for more information.

### EARLY/SPECIAL ADMISSION

Undergraduate students who complete BSN requirements with a 3.5 or greater GPA in upper division nursing courses taken at the University of West Georgia will be automatically admitted to the Graduate School pending completion of the application. This admission would be active for a period of 3 years after graduation and the Graduate Record Examination or the Miller's Analogy Test would not be required.

Approved DON 10/16/06  
Approved COGS 11/15/06

### PROVISIONAL ADMISSION

Students with less than the required GPA and GRE scores may be considered for provisional admission if the undergraduate grade point average multiplied by 100 and added to the student's verbal and quantitative scores on the GRE Aptitude Test equals a minimum of 1000. In no event may the upper division nursing grade point average be less than 2.5 or the score on any portion of the GRE be less than 350. Criteria for meeting provisional admission using MAT scores for tests taken from October 2004 and later have been established by the Graduate School. If your MAT score does not meet regular admission standards, the Graduate School will determine by previously established criteria if it meets the Graduate School minimum for consideration for provisional admission. **Meeting the criteria for provisional admission status is no guarantee of admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School.**

### IMPORTANT NOTICE

Non-degree and personal enrichment students may be admitted to select nursing courses on a space available basis only. Please be aware that no more than 9 hours taken as a post baccalaureate or non-degree student may subsequently be applied to a degree. In most situations, students will not be allowed to take the full 9 hours; therefore, students attempting to gain admittance to a degree program should make every effort to take the appropriate admissions test as soon as possible.

### ADMISSION TEST INFORMATION

Computer-based testing is available throughout the year by calling **1-800-GRE-CALL** or via the Internet at <http://www.gre.org/gentest.html>; for the new MAT access <http://harcourtassessment.com/haiweb/Cultures/en-US/dotCom/milleranalogies.com.htm>. For more information, call the Graduate School at 678-839-6419.

## LETTERS OF RECOMMENDATION

The three required letters of recommendation must be submitted by the application deadline to the Graduate School in a sealed envelope that is signed across the envelope's seal by the individual making the recommendation. A faculty member knowledgeable of your performance in your BSN program must write one of the letters.

## PROGRAM INFORMATION

Please see the attached letter for information about the MSN program, the two areas of concentration, and the proposed plan of study. **Please indicate your interest in the education, health systems leadership or health systems leadership clinical nurse leader area of concentration on the Application for Admission/Readmission to the Graduate School.**

REV. 8/10/2007

The Department of Nursing at the University of West Georgia offers a Master of Science in Nursing degree with role options in either education or health systems leadership and a post- masters certificate program in education and health systems leadership.

The program offers two tracks or areas of concentration:

- \* **Health systems leadership** - a program of study designed to prepare nurse managers/leaders and clinical nurse leaders (CNL's). The CNL is a new role designed by the American Association of Colleges of Nursing (AACN, 2003) to prepare a leader who is accountable for management of care and the care environment. Courses focus on patient-centered care, evidence-based practice, pharmacology, case management client-care coordination, holistic health assessment, care of diverse populations, health policy, health systems, business and economics, statistics, leadership and management, quality improvement, risk management, and public/community health.
- \* **Nursing education** - a program of study to address innovations in curriculum, instructional skills and strategies, the development and use of educational technology, and educational assessment and evaluation. Students will be able to develop expertise in health education and promotion, patient education, professional development, or college/university teaching.

**DEPARTMENT OF NURSING  
MASTER OF SCIENCE IN NURSING PROGRAM**

**SAMPLE DEGREE PLANS  
NURSING EDUCATION**

<b>Four Semester Plan (36 Hours)</b>					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<b>Semester I</b>			<b>Semester II</b>		
N6000	Caring and the Advanced Practice of Nursing	2-0-2	N6400	Scholarly Inquiry in Nursing	3-0-3
N6100	Theoretical Foundations of Nursing Practice	3-0-3	N6487	Specialty Nursing Practicum	1-6-4
N6300	Health Care Delivery Systems	3-0-3	N6501	Role of the Nurse as Educator	2-0-2
<b>Semester III</b>			<b>Semester IV</b>		
N6502	Assessment and Instruction in Nursing	3-0-3	N6503	Outcomes Evaluation in Nursing Education	3-0-3
N6587	Nurse Educator Role Practicum I	0-4-2	N6787	Nurse Educator Role Practicum II	0-4-2
	Graduate Statistics	3-0-3		Cognate*	3-0-3
N6987	Project or Thesis	3			
N6999		Variable 1-6	N6999	Thesis	Variable 1-6

<b>Six Semester Plan (36 Hours)</b>					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<b>Semester I</b>			<b>Semester II</b>		
N6000	Caring and the Advanced Practice of Nursing	2-0-2	N6400	Scholarly Inquiry in Nursing	3-0-3
N6100	Theoretical Foundations of Nursing Practice	3-0-3	N6487	Specialty Nursing Practicum	1-6-4
<b>Semester III</b>			<b>Semester IV</b>		
N6300	Health Care Delivery Systems	3-0-3	N6501	Role of the Nurse as Educator	2-0-2
	Graduate Statistics	3-0-3		Cognate* or Thesis	3-0-3
<b>Semester V</b>			<b>Semester VI</b>		
N6502	Assessment and Instruction in Nursing	3-0-3	N6503	Outcomes Evaluation in Nursing Education	3-0-3
N6587	Nurse Educator Role Practicum I	0-4-2	N6787	Nurse Educator Role Practicum II	0-4-2

N6987	Project	3			
N6999	or Thesis	Variable 1-6	N6999	Thesis	Variable 1-6

\*If the student elects to implement a project in lieu of a thesis, a cognate is required. Cognates may be taken any semester. A description of each of the above courses can be found in the [UWG Graduate Catalog](#).

REV. 10/6/2006

**DEPARTMENT OF NURSING  
MASTER OF SCIENCE IN NURSING PROGRAM**

**SAMPLE DEGREE PLANS  
HEALTH SYSTEMS LEADERSHIP  
LEADER / MANAGER ROLE**

<b>Four Semester Plan (36 Hours)</b>					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<b>Semester I</b>			<b>Semester II</b>		
N6000	Caring and the Advanced Practice of Nursing	2-0-2	N6400	Scholarly Inquiry in Nursing	3-0-3
N6100	Theoretical Foundations of Nursing Practice	3-0-3	N6601	Role of the Nurse as Leader/Manager	3-0-3
N6300	Health Care Delivery Systems	3-0-3		Cognate*	3-0-3
<b>Semester III</b>			<b>Semester IV</b>		
N6602	Problem Solving in Health Systems Leadership	3-0-3	N6603	Outcomes Evaluation in Health Systems Leadership	3-0-3
N6687	Health Systems Leadership Role Practicum I	0-4-2	N6887	Health Systems Leadership Role Practicum II	0-4-2
	Graduate Statistics	3-0-3		Cognate*	3-0-3
N6987	Project	3			
N6999	or Thesis	Variable 1-6	N6999	Thesis	Variable 1-6

<b>Six Semester Plan (36 Hours)</b>					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<b>Semester I</b>			<b>Semester II</b>		
N6000	Caring and the Advanced Practice of Nursing	2-0-2	N6400	Scholarly Inquiry in Nursing	3-0-3
N6100	Theoretical Foundations of Nursing Practice	3-0-3		Cognate*	3-0-3
<b>Semester III</b>			<b>Semester IV</b>		
N6300	Health Care Delivery Systems	3-0-3	N6601	Role of the Nurse as Leader/Manager	3-0-3
	Graduate Statistics	3-0-3		Cognate *	3-0-3
<b>Semester V</b>			<b>Semester VI</b>		
N6602	Problem Solving in Health Systems Leadership	3-0-3	N6603	Outcomes Evaluation in Health Systems Leadership	3-0-3

N6687	Health Systems Leadership Role Practicum I	0-4-2	N6887	Health Systems Leadership Role Practicum II	0-4-2
N6987 or N6999	Project or Thesis	3  Variable 1-6	N6999	Thesis	Variable 1-6

\*If the student elects to implement a project in lieu of a thesis, two cognates are required. If the student selects the thesis option, only one cognate is required. Cognates may be taken any semester.

A description of each of the above courses can be found in the [UWG Graduate Catalog](#).

Rev. 10/6/2006

**DEPARTMENT OF NURSING  
MASTER OF SCIENCE IN NURSING PROGRAM**

**SAMPLE DEGREE PLAN  
HEALTH SYSTEMS LEADERSHIP  
CLINICAL NURSE LEADER ROLE**

Course Number	Course Name	Hours	Course Number	Course Name	Hours
<b>Semester I (8 Hours)</b>			<b>Semester II (9 hours)</b>		
N6000	Caring and Advanced Practice of Nursing	2-0-2	N6400	Scholarly Inquiry in Nursing	3-0-3
N6100	Theoretical Foundations of Nursing Practice	3-0-3	N6401	Health Promotion and Advanced Health Assessment	3-0-3
N6300	Health Care Delivery Systems	3-0-3	N6601	Role of Nurse as Leader	3-0-3
<b>Semester III (11 Hours)</b>			<b>Semester IV (8 Hours)</b>		
N6287	CNL Practicum I	0-10-2	N6387	CNL Practicum II	0-20-4
N6402	Advanced Nursing Management of Health and Illness	3-0-3	N6603	Outcomes Evaluation in Health Systems Leadership	3-0-3
N6602	Problem Solving in Health Systems Leadership	3-0-3	N6987	Scholarly Project	1
	Graduate Statistics/Data Analysis	3-0-3			

MSN Core	11 Hours
Statistics/Data Analysis	3
Health Systems Leadership Core	9
CNL Core/Practica	12
Project	<u>1</u>
	36 Hours

Rev. 10/6/2006

**DEPARTMENT OF NURSING  
MASTER OF SCIENCE IN NURSING PROGRAM**

**SAMPLE DEGREE PLAN  
POST - MASTER'S CERTIFICATE  
NURSING EDUCATION**

**Semester I (2 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NURS 6501	Role of Nurse as Educator	2-0-2

**Semester II (5 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NURS 6502	Assessment & Instruction in Education	3-0-3
NURS 6587	Nurse Educator Role Practicum I	0-4-2

**Semester III (5 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NURS 6503	Outcomes Evaluation in Education	3-0-3
NURS 6787	Nurse Educator Role Practicum II	0-4-2

**SAMPLE DEGREE PLAN  
POST - MASTER'S CERTIFICATE  
HEALTH SYSTEMS LEADERSHIP  
LEADER/MANAGER ROLE**

**Semester I (2 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NURS 6601	Role of Nurse as Leader / Manager	3-0-3

**Semester II (5 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NURS 6602	Problem Solving in Health Systems Leadership	3-0-3
NURS 6687	Health Systems Leadership Role Practicum I	0-4-2

**Semester III (5 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NURS 6603	Outcomes Evaluation in Health Systems Leadership	3-0-3
NURS 6887	Health Systems Leadership Role Practicum II	0-4-2

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**DEPARTMENT OF NURSING  
MASTER OF SCIENCE IN NURSING PROGRAM**

**SAMPLE DEGREE PLAN  
POST - MASTER'S CERTIFICATE  
HEALTH SYSTEMS LEADERSHIP  
CLINICAL NURSE LEADER ROLE**

**Semester I (2 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
N6401	Health Promotion and Advanced Health Assessment	3-0-3
N6601	Role of Nurse as Leader	3-0-3

**Semester II (5 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
N6287	CNL Practicum I	0-10-2
N6402	Advanced Nursing Management of Health and Illness	3-0-3
N6602	Problem Solving in Health Systems Leadership	3-0-3

**Semester III (5 hours)**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
N6387	CNL Practicum II	0-20-4
N6603	Outcomes Evaluation in Health Systems Leadership	3-0-3

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### **COMPREHENSIVE EXAMINATION**

1. The comprehensive exam provides the opportunity for students to demonstrate a synthesis of knowledge in their area of concentration (education or health systems leadership).
2. Each student must successfully complete this examination in order to graduate from the MSN program.
4. The exam is administered during the last semester the student is enrolled in project or thesis hours.
5. The exam is evaluated on a pass/fail basis.

### **ADVISORS**

Faculty advisors will be assigned to MSN students upon admission to the program. Student and advisor will meet during the first semester to plan the program of study and complete a Program of Study form available on the DON website. The advisor will assist the student in selecting courses to meet the student's learning goals and provide suggestions for cognate courses. If the student selects the thesis option and selects a committee, the major professor of the committee will become the student's advisor. Students will meet as needed with their advisor to monitor the program plan and make revisions as needed. New Program of Study forms should be completed when changes are made.

### **GRADING SCALE**

The following grading scale will be used for graduate level courses:

Excellent:	A=90-100
Good:	B=80-89
Unsatisfactory:	C=75-79
Failing:	F=Below 75

## THESIS GUIDELINES

<http://www.westga.edu/~gradsch/grad/>

1. The thesis option involves a research project conducted for the purpose of investigating a problem selected by the student and the major professor. The thesis is individual work completed under the direction of a graduate faculty member. The research proposal requires approval by the UWG IRB committee and other review boards as necessary. Please see the website for information and application materials (<http://www.westga.edu/~irp>). The student is expected to submit the completed IRB forms with the thesis proposal at the initial meeting. If the thesis option is selected, the student will focus on gathering data one semester and writing the findings during the next semester.
2. In order to file for candidacy, the student must have completed 15 credit hours of course work. Candidacy forms should be filed with The Graduate School at least one semester prior to graduation. (See the graduate school web sites for more details about conducting the thesis). The thesis will be bound and placed in the library as stipulated in the guidelines found at the above web site. All committee members receive a bound copy. The following forms are located at the UWG Graduate School graduation web site listed above:
  - Graduate Application
  - Proposed Plan of Study Forms
  - Admission to Candidacy Form
  - Graduate Information Form
  - Thesis and Research Project Rules of Form
  - Change in Plan of Study
3. The thesis option involves selection of a committee and a chairperson, who serves as the major professor. After consultation with the major professor, the thesis committee is selected by the student. The committee is composed of three members. At least two of the committee members must be from the discipline of nursing. All of the committee members must be University of West Georgia faculty and be a member of the graduate faculty.
4. The role of the chair is to call the meetings to order and conduct all meetings. The chair along with the student will determine when the thesis is ready to be defended. The role of thesis committee members includes attending all meetings, reviewing and critiquing the thesis, providing guidance and specific feedback, and serving as a resource person and content expert.
5. Upon selection of the committee, the student will complete appropriate forms and turn them in to the committee chair in the DON and the graduate school. When the first three chapters of the thesis have been completed, the student along with the chair and committee members will select a date for a

defense meeting. The student will provide each committee member with a copy of the proposal at least 10 working days prior to the meeting. The student will present the proposal to the committee members at the meeting. The presentation should take no longer than 20 minutes.

6. The student is instructed to follow information found in the Graduate School Thesis Guidelines (see web site) and information found in these guidelines. The current edition of the *APA Publication Manual* will be used as a guide to writing the thesis. If conflicting information is discovered, the graduate school guidelines take precedence.
7. The following checklist provides an overview of the activities involved in completion of the thesis.
  - Complete chapters I, II, and III of thesis (including IRB forms)
  - Schedule thesis proposal meeting with thesis committee.
  - Consult with thesis chairperson regarding changes in proposal after thesis committee meeting.
  - After committee approval of proposal and Human subjects forms, submit copies of the appropriate forms to the IRB Committee for approval.
  - Consult with thesis chairperson regarding the outcome of the review for protection of human rights.
  - Upon receipt of approval from the IRB committee and the thesis committee, student may begin data collection.
  - Collect data and complete Chapters IV and V.
  - Schedule time and room for thesis committee meetings in consultation with thesis chairperson.
  - At the direction of the thesis committee, schedule oral examination (time and room). Contact the graduate school for deadline dates.
  - Post a thesis defense announcement in the DON and the graduate school at least 10 working days prior to defense. Invite appropriate individuals.
  - Submit completed copy of thesis to committee members at least two weeks prior to scheduled oral examination.
  - Complete oral examination (thesis defense). After the presentation and after the candidate has answered the committee members' questions, the candidate and guests are asked to leave the room. At this time, the committee will discuss the candidate's thesis and make one of the following recommendations: accept the thesis as is; accept the thesis with modifications, but without an additional meeting; accept the thesis, but with another meeting required; or reject the thesis with further direction provided. The defense usually lasts no longer than 60 minutes.
  - At the time of the oral examination, obtain thesis committee members' signatures on the appropriate forms.
  - After the meeting, revise thesis according to chairperson and committee members' directions.
  - Submit the original thesis and two copies of the approved thesis to the Graduate School.
8. The organization of the **Quantitative** thesis should be assembled as follows:
  - a. Title page
  - b. Approval certificate page
  - c. Abstract
  - d. Preface and acknowledgements
  - e. Table of contents
  - f. Lists of tables, figures and or illustrations
  - g. Chapter 1 Introduction

1. Introduction (unlabeled introductory paragraph)
  2. Statement of problem
  3. Statement of purpose
  4. Significance to nursing
  5. Hypotheses and or research questions
  6. Operational definitions
  7. Conceptual/theoretical framework
  8. Summary
- h. Chapter 2 Review of Literature
1. Introduction (unlabeled introductory paragraph)
  2. Review of Literature
  3. Summary
- i. Chapter 3 Methodology
1. Introduction (unlabeled introductory paragraph)
  2. Design (including independent and dependent variables)
  3. Sample (selection of subjects)
  4. Instruments (purpose, scoring information, validity and reliability statistical information, and sources)
  5. Procedure (including method of collecting and recording data)
  6. Data analysis (proposed analyses for the study)
  7. Summary
- j. Chapter 4 Results
1. Introduction (unlabeled introductory paragraph)
  2. Sample (sample is described using appropriate descriptive statistics)
  3. Results (presentation of findings; data to answer each research question or to support/reject each hypothesis is stated)
  4. Summary
- k. Chapter 5 Discussion
1. Introduction (unlabeled introductory paragraph)
  2. Findings are related back to the literature; findings are discussed in relation to the theoretical/conceptual framework and whether or not the data support the framework
  3. Limitations
  4. Implications for nursing practice/administration/leadership/education
  5. Recommendations for future research
  6. Summary
- l. Appendices
- a. IRB approval
  - b. Agency permission letter
  - c. Informed consent
  - d. Instruments
  - e. Instrument copyrights permission letter
  - f. Other
- m. References

- n. Biographical sketch
9. The organization of the **Qualitative** thesis should be assembled as follows:
- a. Title page
  - b. Approval certificate page
  - c. Abstract
  - d. Preface and acknowledgements
  - e. Table of contents
  - f. Lists of tables, figures and or illustrations
- g. Chapter 1 Introduction
- 1. Introduction (unlabeled introductory paragraph)
  - 2. Focus of the Inquiry
  - 3. Statement of purpose
  - 4. Background
  - 5. Significance to nursing
  - 6. Summary
- h. Chapter 2 Context of the Study
- 1. Introduction (unlabeled introductory paragraph)
  - 2. Assumptions
  - 3. Theoretical context
  - 4. Literary context
  - 5. Summary
- i. Chapter 3 Research Plan
- 1. Introduction (unlabeled introductory paragraph)
  - 2. Research Methodology
  - 3. Participants
  - 4. Data generation strategies
  - 5. Data analysis strategies
  - 6. Methodological rigor
  - 7. Summary
- j. Chapter 4 Findings/Discussion
- 1. Introduction (unlabeled introductory paragraph)
  - 2. Description of participants
  - 3. Interpretation of data
  - 4. Summary
- k. Chapter 5 Conclusions and Recommendations
- 1. Introduction (unlabeled introductory paragraph)
  - 2. Overview of the study
  - 3. Conclusions
  - 5. Implications for nursing practice/administration/leadership/education
  - 6. Recommendations for future research
  - 7. Summary

- l. Appendices
  - a. IRB approval
  - b. Agency permission letter
  - c. Informed consent
  - d. Instruments
  - e. Instrument copyrights permission letter
  - f. Other
- m. References
- n. Biographical sketch

### **Scholarly Project Guidelines**

<http://www.westga.edu/~gradsch/grad/>

1. The scholarly project results in an evidence-based paper. Types of projects include but are not limited to the following:
  - Development of an innovative clinical/teaching program
  - Evaluation of a clinical/teaching program
  - Participation with a faculty member on a research project resulting in a scholarly paper suitable for publication.
  - Development of evidence-based systematic review of literature in specific area
  - Development of an evidence-based clinical protocol
  - Development of a detailed teaching project
2. In order to file for candidacy, the student must have completed 15 credit hours of course work. Candidacy forms should be filed with The Graduate School at least one semester prior to graduation. (See the graduate school web site for more details about conducting the project. The following forms are located at the UWG Graduate School graduation web site listed above:
  - Graduate Application
  - Proposed Plan of Study Forms
  - Admission to Candidacy Form
  - Graduate Information Form
  - Thesis and Research Project Rules of Form
  - Change in Plan of Study
3. The final report is located in the DON with appropriate binding.
4. The organization of the project should be assembled as follows:
  - a. Introduction (including overview of goals and significance of the project).
  - b. Theoretical/conceptual Framework
  - c. Review of the literature
  - d. Plan for the Implementation of the project
  - e. Implementation and evaluation of the project
  - f. Appendices
  - g. References
  - h. Biographical sketch

### **ACADEMIC STANDARDS**

Graduate students must maintain an overall grade point average of 3.0 or higher. If a graduate student receives two C's or one F, her/his record will be reviewed by the Graduate Dean and the Department Chair to determine whether or not she/he shall be allowed to continue. Appeals related to dismissal must be filed with the Dean of the Graduate School.

### **STUDENT POLICIES**

<http://www.westga.edu/~gradsch/admis/>

The following UWG policies can be located at the above web site:

PROVISIONAL ADMISSION

TRANSFER OF NURSING COURSES

PROGRESSION

TRANSFER HOURS

ACADEMIC DISHONESTY

Students are admitted to the University of West Georgia and the MSN Program with the expectation that they will have developed acceptable personal standards of conduct and ethics. Academic dishonesty is defined in as follows:

1. No student shall give or receive, or otherwise furnish or procure, assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.
2. No student shall take, attempt to take, steal, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or degree requirement, including but not limited to tests/examinations, laboratory equipment, roll books, academic records, or electronically stored data.
3. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Academic dishonesty will not be tolerated in the Department of Nursing. Faculty will take appropriate corrective measures to deal with those situations in which these standards have been breached. Students guilty of academic dishonesty may receive failing grades for assignments and/or courses and may be dismissed from the program. See course syllabi for specific policies. Procedures for appeals in cases of academic dishonesty can be found in the UWG Student Handbook, *Connection*.

DISMISSAL AND READMISSION

In accordance with the policies of the State University of West Georgia, the faculty of the Department of Nursing reserve the right to dismiss at any time a student whose health, conduct (e.g. cheating, plagiarism), general attitude, clinical performance, or scholastic standing make it inadvisable to retain the student in the program. Additionally, students are expected to display professional behaviors at all times.

## PROGRESSION

A minimum grade of “B” is required in all nursing courses. Students who receive a “C”, “F”, “WF” or “U” in any nursing course may repeat that course one time only. Students who receive a “C”, “F”, “WF” or “U” in any two nursing courses may not continue in the program.

A student's continued enrollment in the nursing program is based on physical as well as emotional health. If the student demonstrates evidence of a physical or emotional illness, he/she may be referred to the University Student Development Center and the Student Health Center for additional care as needed. If, in the opinion of the faculty, the student's illness impairs his/her ability to implement nursing responsibilities safely, the student will be asked to withdraw from the program. (Approved 11/18/02)

## REQUIREMENTS FOR PARTICIPATION IN CLINICAL COURSES

### Health Requirements

The Department of Nursing requires that students meet the following requirements related to health and infectious disease before participating in clinical activities:

1. Completion of an annual physical examination with date of exam not to exceed one year from inclusive dates for the clinical experience. All students who have paid their student activity fees may have the exam form completed in the University Health Center.
2. MMR - as required by University admission policy.
3. TB - evidence of an annual negative TB skin test with date of testing not to exceed one year from inclusive dates for the clinical experience; students with positive TB skin tests must receive follow-up assessment and treatment as recommended by the CDC and affiliating agency before the student will be allowed to participate in clinical activities.
4. Hepatitis B - evidence of completion of the HBV immunization series; students who do not wish to complete the series must meet with nursing faculty and complete a waiver.
5. Varicella - students who have not had varicella (chickenpox) should notify the clinical instructor. After enrollment in a clinical nursing course, students should also report any exposure to chickenpox or shingles.
6. Health insurance – evidence of personal health insurance coverage.

Should an injury or illness occur to a nursing student during a scheduled clinical or class activity, the student is responsible for all expenses incurred for medical care or treatment of the injury or illness. All students who have paid their student activity fees are eligible to be seen and treated in the University Health Center. If an injury should occur in a clinical facility during a clinical activity, the student can be seen in the nearest emergency room. The student is responsible for any expenses incurred for treatment received in a clinical facility.

Students should not participate in any clinical activities if they are experiencing any of the following: elevated temperature, diarrhea, vomiting, open wound drainage, respiratory infections, and active HERPES SIMPLEX on hands or forearms. Clinical instructors should be contacted concerning any of these problems.

### Professional Requirements

The Department of Nursing requires that students meet the following professional requirements before participating in clinical activities:

1. Professional liability insurance - evidence of current professional liability insurance in the minimum amount of \$1,000,000/3,000,000. Documentation must include the amount and dates of coverage.
2. CPR - evidence of current certification in Basic Cardiac Life Support (BCLS) CPR by the American Heart Association. Registered nurses certified in Advanced Cardiac Life Support may submit such evidence in place of the basic CPR certification.
3. Licensure – evidence of the following licenses as appropriate: generic students who are licensed practical nurses must provide evidence of a current Georgia license to practice; RN-BSN students must provide evidence of a current Georgia license to practice as a professional registered nurse. On advice of the Georgia State Board of Nursing, the student's license to practice as either an LPN or RN must also be shown to nursing faculty or clinical preceptors at the beginning of each semester of clinical course work.
4. Criminal Background Check/Drug screens – individual contracting clinical agencies may impose additional health and professional requirements that the student must meet before participating in clinical activities in that agency. Such additional requirements may include a criminal background check/drug screen at the student's expense.

### CLINICAL DOCUMENT REQUIREMENTS

All students participating in clinical learning activities must have the required health and professional documents as described in the Health and Professionals Requirements Checklist on file in the DON. Clinical files are complete when current documents have been received and requirements have been met. Students are responsible for submitting documents to the DON and for seeing that their file is complete and current for each semester of enrollment in clinical coursework. Students will not be allowed to participate in clinical learning activities without the required documentation. Individual contracting agencies may impose additional health and professional requirements, such as criminal background checks and drug screens. Students must meet any additional requirements by the appropriate deadlines and at their expense. The DON will check student clinical files for required and current documents on the following dates each year:

**April 1** for enrollment in summer clinical courses

**July 1** for enrollment in fall semester clinical courses

**December 1** for enrollment in spring semester clinical courses

The following procedures will be followed for **new students** preparing for their first clinical course:

1. Students must submit the completed Health and Professional Requirements Checklist and supporting documents by the appropriate deadline.
2. Students without a complete clinical file by the appropriate deadline and who have pre-registered for clinical and co-requisite courses will be administratively dropped from those courses and a clinical hold placed on their registration. The hold will remain in place until drop and add.
3. If the clinical file remains incomplete at the end of drop and add, students will not be allowed to enroll in any clinical and co-requisite courses and, as a result, will not be able to progress in the program. Generic BSN students who fail to meet the health and professional requirements for their

first semester of clinical coursework must apply for readmission to the clinical sequence and compete for space with new applicants.

The following procedures will be followed for **returning students**:

1. Returning students will be notified regarding the status of their clinical documents prior to the beginning of each semester. Students without a complete clinical file on the first day of class will be
2. administratively dropped from their clinical and co-requisite courses and a clinical hold placed on their registration. The hold will be released when the required clinical documents have been received.
3. If the clinical file remains incomplete at the end of drop and add, students will not be allowed to enroll in any clinical and co-requisite courses and, as a result, will not be able to progress in the program.
4. Students are responsible for renewing clinical documents that expire after the semester begins and submitting them to the Department as required. Students with any expired or missing documents will not be allowed to attend clinical.
4. Students reporting for any scheduled clinical experience with an incomplete clinical file will be sent home. If the file remains incomplete by the beginning of the next scheduled clinical experience, the student will be administratively dropped from all clinical and co-requisite courses and will not be reinstated. The student may be readmitted to the clinical sequence in subsequent semesters on a space available basis only.

Students will submit the Checklist and evidence for all required health and professional documents to the Department of Nursing in person, via fax (678-839-6553) or via mail (UWG Department of Nursing, 1601 Maple Street, Carrollton, GA 30118). (Approved 8/12/06)

#### RECOMMENDATIONS FOR EVALUATION AND TREATMENT FOLLOWING CLINICAL EXPOSURE TO BLOOD OR BODY FLUIDS

Students who sustain exposure to blood and body fluids while participating in university-related clinical activities should immediately notify the staff nurse responsible for the patient and the clinical instructor. The student is expected to follow the policies and procedures for the institution in which the incident occurs regarding reporting and necessary follow up procedures. The student may choose to receive treatment in the Emergency Department of the institution or a nearby institution at their own expense. Faculty must initiate a Post exposure Counseling Checklist for the student (See p. 35). A representative from the institution should communicate clearly to the student the post-exposure policy and necessary follow up treatment. Reporting, treatment and follow up procedures should be documented in the student's record by the instructor.

**University of West Georgia  
Department of Nursing  
1601 Maple Street  
Carrollton, Georgia 30118  
Telephone: 678-839-6552  
Fax: 678-839-6553**

### **HEALTH & PROFESSIONAL REQUIREMENTS CHECKLIST**

**Proof of all the health and professional requirements listed must be on file in the UWG Department of Nursing prior to participation in any clinical activity. These records are required by our clinical agencies with which the University of West Georgia has binding contracts. YOU WILL NOT BE ALLOWED INTO THE CLINICAL SITES WITHOUT THIS DOCUMENTATION. Student files will be reviewed each semester for currency of the documents. Failure to provide this documentation by the deadline date will result in the student being dropped from all clinical and co-requisite courses. Also, a registration hold will be placed on the student's record. If completed documents are then received by the first day of classes, the hold will be removed and the student may then register for classes.**

1. **ANNUAL PHYSICAL ABILITY FORM** – This verifies the student’s physical ability to perform clinical activities. This physical form must be renewed every year while enrolled in clinical courses and must not expire during the clinical experience. A Physical Ability Form can be accessed on the Department of Nursing's website at [www.westga.edu/~nurs](http://www.westga.edu/~nurs). This document must be signed by a nurse practitioner, physician assistant, or a medical doctor. All students who have paid their student activity fees may have the physical ability form completed in the University Health Center.
2. **TUBERCULOSIS TEST (PPD)** - Proof of a negative TB skin test must be obtained every year and must not expire during the clinical experience. This document must be signed by a nurse practitioner, physician assistant, medical doctor, or health department for the date of testing, date of reading, and results, whether negative or positive. Students with positive TB skin tests must receive follow-up assessment and treatment as recommended by the Centers for Disease Control and Prevention (CDC). Documentation of current and/or past treatment from a nurse practitioner, physician assistant, or medical doctor is required for all students who have a positive PPD before the student will be allowed to participate in clinical activities.
3. **MMR (MEASLES, MUMPS, & RUBELLA)** -
  - **For students born "before" 1957**, proof of a positive Rubella Titer is required, as in #4 below.
  - **For all other students born 1957 or "after"**, proof of two MMR's is required as in number 1 , or provide evidence of measles, mumps and rubella immunity (titer) as in #2, #3 and #4 below.

1. MMR (Measles, Mumps, Rubella) **Note: Date must be after 1970**
  1. Dose 1 - immunized at 12 months of age or later, and
  2. Dose 2 - immunized at least 30 days after Dose 1
2. MEASLES **Note: Date must be after March 4, 1963**
  1. Had disease, confirmed by nurse practitioner, physician assistant or a medical doctor diagnosis in office record.
  2. Born before 1957 and therefore considered immune.

3. Has laboratory proof of immune titer (documentation must specify date of titer)
4. Immunized with live measles vaccine at 12 mos. of age or later.
5. Immunized with second dose of live measles vaccine at least 30 days after first dose

3. **MUMPS** *Note: Date must be after April 22, 1971*

1. Had disease, confirmed by nurse practitioner, physician assistant or a medical doctor diagnosis in office record.
2. Born before 1957 and therefore considered immune.
3. Has laboratory proof of immune titer (documentation must specify date of titer)

4. **RUBELLA** *Note: Date must be after June 9, 1969*

1. Has laboratory proof of immune titer (documentation must specify date of titer)
2. Immunized with vaccine at 12 mos. of age or later.

4. **HEPATITIS B** - students must have **one** of the following:

A. Hepatitis B (three-shot series) - is required by the University of West Georgia if born on or after January 1, 1987. As recommended for ALL healthcare providers by the CDC. The series of three shots should be received in this order: 1<sup>st</sup> shot prior to beginning nursing course work, 2<sup>nd</sup> shot should be received one month after 1st shot, and 3<sup>rd</sup> shot should be received 4 months after 2<sup>nd</sup> shot. The series must be completed 6 months after the first shot in order to continue in clinical activities. Signed documentation is required from a nurse practitioner, physician assistant, medical doctor, or health department with the date of injections.

B. Positive titer of Hepatitis B stated as "immune" signed by a nurse practitioner, physician assistant, medical doctor, or health department.

**NOTE:** If a student is born **before** January 1, 1987 and does not wish to have the Hepatitis B series, he/she must sign a waiver. This waiver can be found in the Department of Nursing.

5. **VARICELLA (CHICKEN POX)** - students must have **one** of the following:

A. Varicella Vaccination date - documentation is required from a nurse practitioner, physician assistant, medical doctor, or health department with the date of injection.

B. Positive titer and date of varicella stated as "immune" signed by a nurse practitioner, physician assistant, medical doctor or health department.

C. A signed verification and date of varicella disease - documentation is required from a nurse practitioner, physician assistant, medical doctor, or health department with the date of injection.

6. **TETANUS (Td)** - Proof of Tetanus immunization received within the past 10 years. If immunization is not within past ten years, one is required by the clinical agencies. (Student should have immunization every ten years and signed verification of tetanus should be by a nurse practitioner, physician assistant, medical doctor, or health department).

7. **HEALTH INSURANCE** – proof of personal medical health insurance coverage. A copy (front and back) of a current medical health insurance card is acceptable. If the student cannot provide proof of health insurance, the student must sign a waiver. This waiver can be found on the Department of Nursing's website at [www.westga.edu/~nurs](http://www.westga.edu/~nurs).

8. **PROFESSIONAL LIABILITY INSURANCE** - Proof of current professional liability insurance in the minimum amount of \$1,000,000/3,000,000. Documentation must be a certificate of insurance that includes the amount and dates of coverage. One such organization that liability insurance can be purchased from is "Nurses Service Organization" (NSO), but students may purchase from other sources as long as coverage limits are met. You can access this information at [www.nso.com](http://www.nso.com), or call them at 1-800-247-1500. The cost is usually around \$30.00 a year for generic students, but cost for licensed Registered Nurses may be higher.

9. **CPR (CARDIOPULMONARY RESUSCITATION)** - Proof of current certification in "Basic Life Support (BLS) for healthcare providers" by the **American Heart Association**. No other CPR course or certification association will be accepted. A copy of your signed CPR card, front and back is required. Check with the Department of Nursing for dates of CPR classes. If the Department of Nursing is not able to offer a CPR class before you enter your first semester of classes, you must attain CPR certification from a certified American Heart Association trainer. One such trainer is CPR Training Academy, Troy Gray, and his access information is office number: 770-218-0411, or web address: [www.cprtrainingacademy.com](http://www.cprtrainingacademy.com). You can also contact the American Heart Association at: [www.americanheart.org](http://www.americanheart.org) to obtain CPR classes in your area.
10. **LICENSURE** –Any student who is currently licensed by any board in the State of Georgia must provide the official name under which he/she is licensed and area of licensure. (For example: LPN, RN, Respiratory Therapy, etc.)

NAME: \_\_\_\_\_ Licensure type: \_\_\_\_\_

**Individual contracting clinical agencies may impose additional health and professional requirements that the student must meet before participating in clinical activities in that clinical agency. These requirements may include a criminal background check and random drug screening. The student's clinical instructor will inform the student if additional requirements are needed and will provide instructions on how to complete requirements. The absence of any required document may prevent the student from progressing in the nursing program and may result in student losing his/her placement in the program.**

**I have attached completed documentation to this checklist.**

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**Signature**

**University of West Georgia  
 Department of Nursing  
 1601 Maple Street  
 Carrollton, Georgia 30118  
 Telephone: 678-839-6552  
 Fax: 678-839-6553**

**PHYSICAL ABILITY FORM**

**HEALTHCARE PROVIDER:** I have performed a complete health examination on

\_\_\_\_\_ (print student's name).

I have determined that the above named student is free from any infectious or contagious disease and is physically and medically capable of performing patient care activities (extensive walking, bending, lifting, with exposure to potentially toxic and infectious environments).

**I attest that the above named patient/student has the following documentation in my records:**

<p><b>TUBERCULOSIS (Check one)</b></p> <p><input type="checkbox"/> Tuberculosis Skin Test, Mantoux, Purified Protein Derivative (PPD)</p> <p>Date of injection _____ Date of reading (48-72 hours of date of injection) _____ Result _____</p> <p><input type="checkbox"/> Patient has a history of positive PPD or bacilli Calmette-Guerin (BCG) vaccine. My initials signify that this student/patient has no active disease or possibility of infectious process.</p> <p style="text-align: right;">Initials: _____</p>
<p><b>TETANUS VACCINATION (Td)</b></p> <p>Date of last Tetanus (Td) injection _____</p> <p>If not within the past 10 years, one is recommended by the CDC and required by most clinical agencies.</p>
<p><b>CERTIFICATION FOR VARICELLA VACCINE/IMMUNITY (Chicken Pox) (check one)</b></p> <p><input type="checkbox"/> Varicella vaccination</p> <p><input type="checkbox"/> Proof of immunity by Serological testing for Varicella Zoster Virus (VZV)</p> <p><input type="checkbox"/> History of varicella infection</p> <p>Date of Varicella _____</p>

Comments: \_\_\_\_\_

\_\_\_\_\_

**Signature of Nurse Practitioner, Physician Assistant, or Medical Doctor:**

\_\_\_\_\_ **Date of Physical Examination:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Facility address: \_\_\_\_\_

\_\_\_\_\_ Provider telephone #: (\_\_\_\_) \_\_\_\_\_



**UNIVERSITY OF WEST GEORGIA  
DEPARTMENT OF NURSING  
MSN PROGRAM**

**HEPATITIS B VACCINE WAIVER**

I understand that due to my occupational exposure to blood or other potentially infectious materials as a BSN nursing student, I may be at risk for acquiring hepatitis B virus (HBV) infection. I have been informed of the recommendation that all health care workers be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I could be at risk for acquiring hepatitis B, a serious disease.

Signatures

Student: \_\_\_\_\_ Date:

Witness: \_\_\_\_\_ Date:

**UNIVERSITY OF WEST GEORGIA  
DEPARTMENT OF NURSING  
MSN PROGRAM**

**HEALTH INSURANCE WAIVER**

Student name: \_\_\_\_\_  
(Print name)

Health insurance – evidence of personal health insurance coverage is optional.

Should an injury or illness occur to a nursing student during a scheduled clinical or class activity, the student is responsible for all expenses incurred for medical care or treatment of the injury or illness. All students who have paid their student activity fees are eligible to be seen and treated in the University Health Center. If an injury should occur in a clinical facility during a clinical activity, the student can be seen in the nearest emergency room. The student is responsible for any expenses incurred for treatment received in a clinical facility.

Your signature on this document indicates that you understand the above statement.

Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIVERSITY OF WEST GEORGIA - DEPARTMENT OF NURSING  
POSTEXPOSURE COUNSELING CHECKLIST**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of exposure: \_\_\_\_\_ Clinical site: \_\_\_\_\_

I have read and understand the information contained within the UWG Department of Nursing Recommendations for Evaluation and Treatment Following Clinical Exposure to Blood or Body Fluids. The risks and benefits of HBV, HCV, and HIV testing and prophylaxis have been explained to me.

1. \_\_\_\_\_ I want my blood tested for HBV.
2. \_\_\_\_\_ I do not want my blood tested for HBV.
3. \_\_\_\_\_ I want my blood tested for HCV.
4. \_\_\_\_\_ I do not want my blood tested for HCV.
5. \_\_\_\_\_ I want my blood tested for HIV (agency must provide HIV counseling and obtain written consent before blood may be drawn).
6. \_\_\_\_\_ I do not want my blood tested for HIV.
7. \_\_\_\_\_ I want to have a sample of my blood drawn and stored for 90 days, but not tested at this time. I understand that I may request HBV, HCV, and/or HIV testing of this blood sample at any time within 90 days.
8. \_\_\_\_\_ I have been offered and accepted HBV prophylaxis.
9. \_\_\_\_\_ I have been offered and do not want HBV prophylaxis.
10. \_\_\_\_\_ I have been offered and accepted HIV prophylaxis (**women:** To the best of my knowledge, I am not currently pregnant).
11. \_\_\_\_\_ I have been offered and do not want HIV prophylaxis.

To prevent the possible transmission of HBV, HCV, and HIV, I agree to abstain from sexual relations, or if I choose to have sexual relations, to inform my partner of my possible exposure and use barrier precautions (latex condom with spermicide until I know the results of the 6 month follow-up. I will not donate blood, semen, or organs until completion of the follow-up period (**women:** I agree to avoid pregnancy for a minimum of 6 months. If currently breast-feeding, I will cease for a minimum of 6 months).

I accept responsibility for all fees associated with postexposure testing and prophylaxis. I understand that extended postexposure testing and prophylaxis may be completed at the UWG Health Center or a personal health care provider of my choice. I understand that I should report any acute illness causing fever, rash, lymphadenopathy, persistent cough or diarrhea within the next 3 months to my health care provider. If participating in the HBV and/or HIV prophylaxis, I agree to adhere to the monitoring requirements.

I understand that the results of my testing will remain confidential. I will not disclose the name and infectious status of the source patient.

\_\_\_\_\_  
UWG Student/Faculty Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

UNIVERSITY OF WEST GEORGIA  
DEPARTMENT OF NURSING

PLAN OF STUDY--MSN PROGRAM

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

Clinical Focus (education track) \_\_\_\_\_

A plan of study must be completed for each student at the time of enrollment in the Master of Science in Nursing program. The Faculty Advisor and the student must update the plan of study each semester. A copy of the plan of study must be given to the student, and the original signed copy will go into the student file. Any change in the plan of study necessitates completion of a new form.

SEMESTER ONE

SEMESTER TWO

SEMESTER THREE

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SEMESTER FOUR

SEMESTER FIVE

SEMESTER SIX

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\_\_\_\_\_

SEMESTER SEVEN

SEMESTER EIGHT

SEMESTER NINE

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

PLEASE CIRCLE THE STUDENT'S DECISION CONCERNING THE FOLLOWING:

Education

Scholarly Project

Part-time

Health Systems Leadership

Thesis

Full-time

Health Systems Leadership Clinical Nurse Leader



**UNIVERSITY OF WEST GEORGIA  
DEPARTMENT OF NURSING  
MSN PROGRAM  
CONFIDENTIALITY POLICY**

Purpose

Nursing students and faculty are frequently privy to confidential information during clinical and classroom experiences. Students and faculty have access to medical records, obtain personal information from patients and families, and participate in formational assessments, personnel issues, continuous quality improvement and financial or strategic planning. Faculty are often privileged to personal information about students during advisement, Caring Groups, and journaling. Because confidentiality is a legal and ethical expectation of students and faculty, The Department of Nursing at the University of West Georgia has developed the following policy to clarify the scope and significance of maintaining confidentiality.

Guidelines

All nursing students and faculty in The Department of Nursing at the University of West Georgia are expected to abide by the following guidelines:

1. All written and verbal information regarding a patient or institution is to be kept in strict confidence.
2. Verbal or written disclosure of information about patients or agencies to any unauthorized person is prohibited.
3. Any written information about a patient must only contain the patient's initials and should be secured and shared only with students and faculty participating in the care of the patient.
4. The reporting of information specific to agencies may include the department or individual titles; however, it may not include the names of agencies or persons involved. Data must be summarized and reported collectively to ensure confidentiality for the participants.
5. Any written communication (proposal or report) between the student and preceptor/agency must be approved by the faculty before it is presented to the preceptor.
6. Any verbal or written communication whether in the classroom, seminar, lab, or clinical settings is for the sole purpose of learning and is also considered under this confidentiality policy.
7. Students and faculty participating in teaching/learning activities (Caring Groups, counseling, etc) are expected to maintain confidentiality regarding personal information shared.
8. Students and faculty should continue to keep all privileged information obtained during enrollment or employment at the State University of West Georgia confidential, even after graduation or termination.
9. Students in violation of this policy will be reviewed by the faculty and the Department Chairman and may receive a failing course grade. Faculty in violation of the policy will be reviewed by other faculty and the Department Chairman and a plan of action will be decided at that time.
10. Students and faculty will renew and review this contract annually.

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Signature

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Date

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Signature

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Date

**UNIVERSITY OF WEST GEORGIA  
DEPARTMENT OF NURSING  
MSN PROGRAM**

I have read the *2006-2007 University of West Georgia Department of Nursing MSN Handbook* and understand the information and student policies contained therein. This document will be placed in my student folder.

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_