



**Graduate Nursing Student Handbook**

2021-2022

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Dear Graduate Student,

Congratulations and welcome to the Graduate Program of the Palm Beach Atlantic University (PBA) School of Nursing. We hope your studies will be personally satisfying, as well as professionally stimulating and challenging. This handbook was created to assist you with your transition to graduate studies by providing a quick source of information for frequently asked questions.

We realize that the choice to seek graduate study represents a significant commitment on your part, and we hope that the experiences here will surpass all your expectations. I encourage you to appreciate the learning potential provided by your mentors, your classmates, other disciplines, and the many other resources available to you through the University. It is our goal to provide you with a faith based approach to your graduate nursing education that will support our goals of calling to Christ and service to community.

Best wishes for a successful program of study in the Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) program. It is my goal to get to know each of you more personally over the next few years. Please feel free to contact me if I can be of any help to you in your PBA journey.

Blessings,

Phyllis King

Phyllis King, PhD, MSN, RN  
Dean, Professor of Nursing  
Palm Beach Atlantic University, School of Nursing

## **Accreditation**

The Master's degree program in Nursing and Doctor of Nursing Practice program at Palm Beach Atlantic University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

## **School of Nursing Mission**

The mission of Palm Beach Atlantic School of Nursing is to prepare graduates for a life of service in the profession of nursing within a Christ-centered environment incorporating intellectual, professional, and spiritual integrity.

## **MSN Program Mission, Goals, and Expected Outcomes**

### ***MSN Program Mission***

The MSN Program Mission is to prepare graduates for advanced nursing practice with specific functional and clinical abilities with a Christ-centered focus.

### ***The MSN Program Goals are:***

- Provide master's degree level nursing education that builds on prior nursing education.
- Prepare graduates for advanced nursing practice with specific functional and clinical abilities.
- Prepare graduates for doctoral studies in nursing.

### ***MSN Expected Student Outcomes***

A graduate of the MSN program will be able to:

- Synthesize theoretical and empirical knowledge from the liberal arts, sciences, humanities, Christian faith to support ethical decision making for optimal health outcomes.
- Apply organizational and systems leadership principles to strengthen nursing practice and healthcare delivery.
- Analyze research and scholarly activities that support evidence based practice, nursing education, clinical practice, and healthcare organization.
- Analyze technology and information systems to improve healthcare quality and safety clinical prevention and population health.
- Analyze healthcare policy to improve patient and community health outcomes.
- Develop collaborations with leaders in nursing and other disciplines to improve the quality of professional nursing practice and health outcomes.
- Demonstrate nursing practice nursing at the master's degree level.

### ***Practicum II Project***

As part of Advanced Nursing Practicum II, students will complete an evidenced-based, quality improvement plan addressing an area of concern at their practicum site. Students must write a manuscript suitable for publication to successfully complete the course.

### ***MSN Program Catalog Links:***

- [MSN - Health Systems Leadership BSN/MSN Dual Enrollment Degree Requirements and Approved Electives](#)
- [MSN - Health Systems Leadership BSN/MSN Dual Enrollment Sample Degree Plan](#)
- [MSN - Health Systems Leadership MSN-HSL Degree Requirements and Approved Electives](#)
- [MSN - Health Systems Leadership MSN-HSL Sample Degree Plan](#)
- [MSN - Health Systems Leadership RN-MSN Degree Requirements and Approved Electives](#)
- [MSN - Health Systems Leadership RN-MSN Bachelor's Sample Degree Plan](#)
- [MSN - Health Systems Leadership RN-MSN ADN Sample Degree Plan](#)

- [MSN - Health Systems Leadership RN-MSN AA Sample Degree Plan](#)
- [MSN and General Nursing Policies](#)
- [General University Policies](#)

## **DNP Program Mission, Goals, and Expected Outcomes**

### ***DNP Program Mission***

The mission of the Doctor of Nursing Practice program is to prepare experts in specialized advanced nursing practice with a Christ-centered focus.

### ***The DNP Program Goals are:***

- Provide doctoral nursing education that builds on prior nursing education.
- Prepare graduates for enhanced knowledge and skills in a specialized area of practice.
- Develop graduates as leaders within the healthcare community, implementing a Christian worldview.

### ***DNP Expected Student Outcomes***

A graduate of the DNP program will be able to:

- Synthesize theoretical and empirical knowledge from the liberal arts, sciences, humanities, Christian faith to support ethical decision making for optimal health outcomes.
- Advocate healthcare policy at all levels to improve patient and community health outcomes.
- Collaborate with leaders in nursing and other disciplines to improve the quality of professional nursing practice, outcomes, and the healthcare system.
- Synthesize evidence-based practice, organizational leadership, and technology to support quality improvement in clinical prevention and population health.
- Practice advanced nursing for complex populations.

### ***DNP Program Catalog Links:***

- [DNP Adult-Gerontology Primary Care Nurse Practitioner Degree Requirements](#)
- [DNP Adult-Gerontology Primary Care Nurse Practitioner Sample Degree Plan](#)
- [DNP Executive Leadership Degree Requirements](#)
- [DNP Executive Leadership Sample Degree Plan](#)
- [DNP Family Nurse Practitioner Degree Requirements](#)
- [DNP Family Nurse Practitioner Sample Degree Plan](#)
- [DNP Post-Master's Degree Requirements](#)
- [DNP Post-Master's Sample Degree Plan - Fall Start](#)
- [DNP Post-Master's Sample Degree Plan - Spring Start](#)
- [DNP Psychiatric Mental Health Care Nurse Practitioner Degree Requirements](#)
- [DNP Psychiatric Mental Health Care Nurse Practitioner Sample Degree Plan](#)
- [DNP and General Nursing Policies](#)
- [General University Policies](#)

## Practice Course Policies

The term *practicum* is used within the curriculum to describe courses that focus on the integration of systems leadership, evidence based practice, healthcare technology, and quality improvement. The term *clinical* is used to denote courses with hands on patient care with an advanced practice focus.

Student practice sites may be at the student's place of employment, however, the preceptor must not be the student's supervisor, and it must be clear that the student's role on practice days is different than during scheduled work time. Student practice site may not be at a location where the student is owner or part owner of the practice site. Faculty evaluate student performance in collaboration with the preceptor.

There shall be no monetary consideration paid by student, University or preceptor to the other parties as the agreement to preceptor serves as the acknowledgement that the preceptorship is mutually beneficial.

Each practice course requires 50 practice hours per credit, so a 3 credit practice course requires 150 hours.

### ***Preceptor selection***

The preceptor acts as a guide and mentor within the practice setting and role. The requirements of practicum and clinical preceptors are quite different and are listed below.

### **Practicum Preceptors**

The profession of nursing is practice based, and utilizes the preceptor approach to assist the novice nurse in developing decision-making clinical skills in the practice setting. This strategically constructed mentorship relationship is time limited in its nature, yet often is beneficial to both the preceptor and the student. The preceptor is a practicing nurse or other healthcare professional, who may benefit from the student support in their clinical role, while being a content area expert. The preceptor is able to impart knowledge from their experiences in the healthcare field to the developing professional nurse.

A preceptor has a special opportunity to share their knowledge, attitudes and skills with an advance practice nursing student, who may only have a limited amount of experience in that clinical area. The preceptor is a role model, who will allow the student to observe and experience what an expert in the field will do on a daily basis. The preceptor will challenge, guide, direct, and support the student in all areas of development. Sharing professional values, beliefs, and skills, while incorporating professional standards of practice and legal and ethical parameters is the primary focus.

The preceptor for Advanced Nursing Practicum and DNP Practicum courses should be a nurse leader in the healthcare industry. If the student requests a preceptor that not a nurse, the student must be able to show how they are emulating a nurse leader role in the setting. The role of the student in this setting is to review strategies for improving healthcare delivery through the application of evidence based approaches to design a practice change. They will work closely with the staff in the healthcare organization to enhance nursing practices and leadership.

### **Clinical Preceptors (Nurse Practitioner)**

#### **General criteria:**

1. Nurse Practitioners are preferred.
2. You can have up to 25% (150) of your NP clinical hours with a physician.
  - Students in all NP tracks may use a MD/DO for more than 25% of clinical hours, with prior approval from Lead Faculty (applicable per respective track).
3. Preceptors must have at least one year of experience as an APRN or physician (you cannot use a PA)
4. You may need to use more than one site if one site will not provide enough hours or enough patients or the right mix of patients. If you complete clinical hours at more than one clinical site

during a semester, you need to complete clinical evaluations with all preceptor(s).

5. PMHNP Students:

- Students must have an MD/DO/APRN assigned as preceptor, but may work with other mental health clinicians for experience in other psychotherapeutic modalities – ie LCSW, PsyD, LMHT, etc.

**Specific Guidance for Primary Care I Clinical:**

1. This first rotation is a Primary Care rotation for adult health, so you can complete your hours EITHER in Family Practice OR Internal Medicine practices.
2. You can NOT complete hours at a specialty practices for this first rotation, such as rheumatology or GI.
3. You can NOT complete hours at an ER for this first rotation.

**Specific Guidance for Primary Care II Clinical:**

1. Patient population: Pediatric patients (from newborn / infants/ and adolescents)
2. Patient population: Female/women's health patients (including prenatal care)

**Specific Guidance for Primary Care III Clinical:**

1. Preferred is Family practice

**Specific Guidance for Geriatric Health Issues Clinical:**

1. Preferred is assisted living facility, independent living communities etc

**Specific Guidance for Advanced Psychopathological Disorders and Assessment Strategies: Clinical:**

1. This first rotation is a psychiatric mental health rotation for adults (or family).
2. This rotation must be in a setting that would allow for student opportunity in psychiatric evaluations.

**Specific Guidance for Advanced Psychiatric Mental Health Nursing: Across the Lifespan 1: Clinical:**

1. This second rotation is a psychiatric mental health rotation for adolescents and children.

**Specific Guidance for Advanced Psychiatric Mental Health Nursing: Across the Lifespan 2: Clinical:**

1. This third rotation is a psychiatric mental health rotation for adults and older adults.
2. Student should arrange for a rotation in an inpatient hospital setting if they have never worked in one as a nurse, or during the previous two clinical courses thus far.
3. PMHNP students need exposure to Baker Act and Legal considerations of the hospitalized patient.

**Specific Guidance for APRN Clinical Immersion:**

1. AGPCNP Students
  - a. If you would like to specialize after you graduate, you may complete clinical hours at a specialty practice, such as Infectious Disease or Cardiology, but you must obtain prior approval from your respective Lead Faculty. All hours must be completed on the outpatient basis. No hours may be completed in the acute care setting.
2. FNP Students:
  - a. If you would like to specialize after you graduate, you may complete clinical hours at a specialty practice, such as Infectious Disease or Cardiology, but you must obtain prior approval from your respective Lead Faculty. All hours must be completed on the outpatient basis. No hours may be completed in the acute care setting.
3. PMHNP Students:
  - a. This rotation should be scheduled for a setting in which was not previously experienced by the student – inpatient psychiatric crisis stabilization unit, substance use disorder/

residential treatment centers, or outpatient/private practice.

### **Tips for types of recommended clinical sites:**

1. NPs or physicians that you already have relationships with
2. NPs or physicians that work in clinics associated with your own health system.
3. Classmate or other graduate nursing student feedback, through the Graduate Student Council
4. Join local nurse practitioner council(s) to network with nurse practitioner leaders in the community.
5. Communicate with your faculty!

### **Practicum Preceptors (Executive Leadership)**

#### **General criteria:**

- Nurse executive (these include but are not limited to: Chief Nursing Officers (CNO), Program Administrators, Practice Administrators, Chief Executive Officers (CEO) and Chief Operating Officers (COO))
- You can use more than one site if one site will not give you enough hours or enough patients or the right mix of patients.

### **Tips for types of recommended practicum sites:**

1. Nurse executives that you already have relationships with.
2. Nurse executives that work in clinics associated with your own health system.

### **MSN / DNP – I have a preceptor. What do I do?**

#### **Contract the Site and Preceptor**

1. If the practice site **already has an Affiliation Agreement**, send your completed Preceptor Plan Application and Preceptor CV to your course faculty as soon as you receive it.
  - This should be in PDF format and have your signature and your preceptor's signature on it.
  - After you receive the signed version of your Preceptor Plan Application with your course faculty's signature, you must upload it to Medatrax along with your Preceptor's CV.
    - You may not start any practicum or clinical hours until all Preceptor Plan Applications and Preceptor CVs are uploaded to Medatrax.
  - DNP students beginning nurse practitioner clinical hours must also complete the Graduate Preceptor Approval Form.
    - The Graduate Preceptor Approval Form is available on <https://my.pba.edu/ICS/Schools/Nursing/DNP:jnz>.
    - Be sure to submit this to your course faculty along with the Preceptor Plan Application before starting any clinical hours.
2. If the practice **site does not have a contract**, work with your course faculty to send the contact information to the Graduate Coordinator and do step 1 above.
3. If the preceptor works for a large health system that the SON already has a contract with, you should inquire if the facility requires a separate contract in addition to PBA's contract. If so, please communicate that with the Graduate Coordinator and Lead Faculty.
4. Even if you are continuing with the same preceptor (from a previous semester) a new Preceptor Plan Application must be obtained for each semester.

#### **Approval of the Site and Preceptor**

1. The practice site and preceptor must be approved by the Graduate Faculty Course Coordinator prior to beginning the clinical rotation. If you do not receive approval or



- denial within one week, please contact the course coordinator about the status of your paperwork.
2. After you obtain approval, you must upload the Preceptor's CV and a fully executed Preceptor Plan Application (PPA) to Medatrax prior to beginning your practicum and/or clinical hours. **All hours completed before this has been completed do not count.** Do not start your clinical hours until you are fully authorized to do so (as described above). Preceptors are considered an extension of faculty, and their credentials must be reviewed prior to acceptance.
  3. Upon approval by the Graduate Faculty Course Coordinator, the preceptor will be provided with general preceptor orientation materials.
  4. It is the student's responsibility to provide the Preceptor with the Course Syllabus and all course documents (as applicable), including but not limited to Clinical Evaluation(s).

### **Required Documentation/Attestation**

1. Students are responsible for completing all documentation required by the SON and the practice site including but not limited to:
  - a. Background check
  - b. Urine drug test
  - c. Appropriate immunizations
  - d. Tuberculosis testing
  - e. CPR certification
  - f. RN License
  - g. Liability insurance policy
  - h. Site Specific Forms

Note that Influenza and/or COVID vaccines may be required by certain facilities and may not be waived at those facilities. Students will not be registered for courses until all of these requirements/documentation/attestations are complete.

### **Semester Expectations**

1. The Student is responsible for setting a schedule with the Preceptor and entering the schedule into Medatrax. We highly suggest that students build in extra time in case of unforeseen circumstances.
2. At the completion of the semester, several different evaluations will be completed in Medatrax. An evaluation must be completed for each preceptor and clinical/practicum site:
  - a. Evaluation of the Student by the Preceptor
  - b. Evaluation of the Practice Site by the student.
  - c. Evaluation of the Preceptor by the student.

### **What constitutes "Practice Hours"**

#### **Practicum Hours**

- "Everything you do" toward a project does not count.
- The vast majority of hours should be completed on site or as directed by the preceptor (e.g., a community meeting).
- Travel time to and from the site are not included.
- Executive Leadership practicum hours must be completed on site with the preceptor.

#### **Clinical Hours**

- Nurse Practitioner clinical hours must be completed on site with the preceptor. No exceptions. Travel time to and from the site are not included.

**When do I need to get IRB approval for my Practice hours?** See IRB section below.

## **DNP Project Policies**

See DNP Project Expectations <https://my.pba.edu/ICS/Schools/Nursing/DNP.jnz> for more detailed policies.

## **Other Considerations**

Any time a student collects data in a formal manner that may be reported, the student should seek IRB approval. This includes surveys of staff members at the practice site. Note that this does not include surveys developed by the practice site that the student merely administers as part of their practice hours. However, if the student adds to the survey or uses a subset of the data for their own project, the student should seek IRB approval. See IRB under General Policies below for additional information.

## **General Policies**

### ***Professional Web Presence***

All Graduate students are required to develop a Professional Web Presence by the end of semester 2. Ideally the presence includes a website, e-mail list, Facebook profile, Twitter, and LinkedIn. For the purposes of the program, a website, e-mail list, and one other Social Media venue of the students choosing will suffice. The cost of the presence ranges from \$30 to \$80 per year depending on student preference.

### ***Institutional Review Board (IRB)***

By supporting the scholarly activities of students, the University aids in scientific and scholastic contributions to society. Under the direction of the Office of the Provost, the Faculty Research Council coordinates University research activities and review of faculty/student research proposals. The Faculty Research Council will serve as the Institutional Review Board (IRB) and as the Institutional Animal Care and Use Committee (IACUC). Grants and sponsored research opportunities are available from a wide variety of sources. The Faculty Research Council offers assistance in many phases of proposal development such as locating funding sources, assisting with budget preparation, and guiding the proposal through the internal approval process. Initial research proposals must be approved by the Faculty Research Council (IRB or IACUC) before the research may begin. Research projects lasting more than twelve months must be reviewed annually by the Review Board by the anniversary date (i.e., month and day).

Palm Beach Atlantic University faculty, students, and researchers are required to follow all guidelines specified by the Department of Health and Human Services (DHHS) policy on Protection of Human Subjects (Title 45 CFR, Part 46, revised July 14, 2009) and the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research (April 18, 1979) in all research activities requiring human subjects. This includes all projects regardless of whether the funding is internal or external. All research projects involving human subjects will be reviewed and monitored by the Institutional Review Board (IRB) in accordance with the above mentioned policies. Strict adherence to all regulations is required by law.

Research involving the use of humans as research participants falls under the supervision of the Palm Beach Atlantic University Institutional Review Board (IRB). Here, research is restricted to the systematic investigation of questions designed to develop or contribute to generalizable knowledge, involving the collection of data from or about living human beings. The IRB does not review research utilizing published or publicly available documents or research on elected or appointed public officials or candidates for public office. Research involving the use of animals as research participants falls under the review of the Institutional Animal Care and Use Committee (IACUC).

## ***Grading Scale for Graduate Nursing Courses***

|                 |              |
|-----------------|--------------|
| <b>A</b>        | 100-93       |
| <b>A-</b>       | 92-90        |
| <b>B+</b>       | 89-87        |
| <b><u>B</u></b> | <u>86-84</u> |
| <b>B-</b>       | 83-82        |
| <b>C+</b>       | 81-79        |
| <b>C</b>        | 78-75        |
| <b>D</b>        | 74-65        |
| <b>F</b>        | 74 and below |

**\*Any grade below “B” average is not accepted for progression in the graduate nursing program. The average of all test and quiz scores for a course (NUR6003, NUR6103, NUR6202, NUR6212, NUR7233, NUR7333, NUR8203 and NUR8153) must be a minimum of 84% in order to successfully pass a course in addition to a minimum 84% overall in the course. The test scores make up at least 70% of your course grade.**

### ***Additional Policies***

- Become familiar with your PBA student email address. You should use only your PBA email address to communicate with faculty and/or staff at PBA. Do not use personal email addresses. **We ask that you check for incoming messages every day.** All contact information should be provided to the Graduate Nursing Coordinator, and updated as needed.
- Ensure your current name, mailing address, or email address and phone numbers are
  - Updated with Sailfish Services, Registrar, Financial Aid, etc.
  - Notify Graduate Nursing Coordinator of changes
- Prepare a schedule to allow yourself adequate time for reading, study, literature searches, and presentation and manuscript preparation. Utilize faculty and staff to assist with navigating resources on campus.
- Prior to or upon admission, each student will undergo a criminal background check. Student will be responsible for the cost of the criminal background check. If the student is found to have a felony or criminal history that prevents the student from gaining clinical experiences, the student will be immediately dismissed from the program. All updated information should be uploaded into the compliance and immunization management system.
- All students admitted to the Post-Master’s DNP program must submit proof of previous coursework, including but not limited to transcript and clinical/practicum hours log (verified by the University of previous coursework) no later than the last day of the first semester of the program. Post-Master’s DNP students must complete at least 500 practicum hours while enrolled in Palm Beach Atlantic University’s DNP program. Additional hours may be required after audit of previous coursework.
- Students admitted to the program must have and maintain:
  - Active Florida RN and/or APRN License
  - Current CPR certification
  - Evidence of Hepatitis B, MMR, polio, and tetanus vaccination or immunity
  - Influenza and COVID vaccines are recommended. Students may sign a waiver, but this may impact the student’s choices for clinical sites.
  - Freedom from tuberculosis as evidenced by a negative PPD or health provider
  - Examination
  - Health insurance

### ***Student E-Mail***

Palm Beach Atlantic University provides an email account to support students in their graduate studies. Students are required to have an email address that ends with '@pba.edu'. All communication to graduate nursing students will be sent to the pba.edu address. **Students are expected to check their e-mail on a daily basis for updated communications.**

### ***Dress Code***

In all settings the student is to dress business casual, and wear a nametag that identifies students of Palm Beach Atlantic University Graduate School of Nursing. In Hospital or Clinical settings, students are to wear a white fingertip lab coat with the Palm Beach Atlantic University School of Nursing emblem. It is to be embroidered on the left side of the jacket. All articles of personal attire should be clean, wrinkle-free and in good condition. Hair must be well groomed. In psychiatric settings, where students are requested to omit lab coat, business attire is required. Modest attire with closed toe, rubber sole, flat shoes rather than heels are recommended.

Male students should be clean shaven or wear neatly trimmed beards or moustaches. Fingernails should be clean, short, rounded, smooth and unpolished. All direct care providers should have short nails and clear polish (seems to have no effect on the microbial load). Professional clothing (business casual) is appropriate for most agencies. Wear solid pants or skirts NO JEANS. Skirts should cover your knees when seated. Polo type shirts or button down shirts/blouses will show no exposed skin and completely cover midriff. Proper under garments must be worn. Closed-toed shoes and hosiery/socks are required. Scrubs should only be worn in certain clinical settings. You must have approval from preceptor and clinical instructor before these can be worn. Jeans, tee shirts, tee shirts with logos and tennis shoes are not to be worn in any setting. These criteria are a minimum. Students must always follow the agency's policies and the dictates of judgment and professionalism.

### ***APA***

Submit written work on appropriate paper, on-time, and typed neatly in APA style unless otherwise specified. The student must prepare the proposal manuscript consistent with the format of Publication Manual of the American Psychological Association (7th ed.), hereafter referred to as the APA manual. In general, this means that the manuscript must have the components of a title page, abstract, table of contents, table of figures (if any), body with headings and subheadings, reference list, and Appendixes. "The font for the manuscript should be 12 point Times New Roman. The paper should be double spaced. Margins on all pages should be as follows: right, top and bottom 1"; left 1.5". The extra margin on the left gives space for binding without interfering with the text's readability." The student must adhere to standard rules of grammar and punctuation, most of which are given in the APA manual.

### ***Plagiarism***

Plagiarism may occur in many different ways and may present itself intentionally or unintentionally. It is each students' responsibility to avoid plagiarism as this violation may lead to the receiving of an "F" for a course and/or being dismissed from the Graduate Program. Faculty in the graduate program may utilize **Turnitin**, an internet-based plagiarism service, to assist with checking unoriginality of content. To avoid plagiarism, please review the following catalog. Additional information will be made available in Canvas.

### ***Academic Standards, Requirements for Progression, Probation, and Dismissal***

Students must receive a grade of B in all courses to be allowed to progress in the program. Any graduate student whose cumulative GPA from courses taken at Palm Beach Atlantic University for graduate credit is below 3.0 will be placed on academic probation. If a student does not receive a grade of B in a course, the student may not progress to the next core/specialization course. If a student fails a course, the student has only one opportunity to repeat that course and successfully obtain a grade of B or higher. Students who fail in any subsequent course will automatically be dismissed from the graduate nursing programs. Therefore, any student failing 2 courses will be dismissed from the graduate nursing program.

Courses that are designated Theory and Clinical—e.g., NUR 7033 Primary Care I: Acute and Chronic Health Problems and NUR 7053 Primary Care I: Acute and Chronic Health Problems: Clinical—**are co-requisites and must be taken together**. The School of Nursing requires that theory and clinical courses must be successfully completed together.

- If a student withdraws from a Theory course, the student must also withdraw from the Clinical course.
- If a student withdraws from a Clinical course, the student must also withdraw from the Theory course.
- If a student is unsuccessful in a Theory course but is passing the Clinical course, the student will receive a Y in the Clinical course.
  - The student will need to retake both courses.
- If a student is unsuccessful in a Clinical course but is passing the Theory course, the student will receive a Y in the Theory course.
  - The student will need to retake both courses.

If a student withdraws from or is unsuccessful in a practicum and/or clinical course (as described above), after being approved to re-take the course (if applicable), the student must repeat all coursework, including all practicum and/or clinical hours. Application of course material in the practicum and/or clinical setting is imperative for nurse leaders (for all tracks) in the graduate program.

The program faculty recognizes that situations may arise which prevent students from successfully matriculating through the program. Students who are concerned about their academic standing should contact their advisor. If it appears the student may not be able to achieve a minimum passing grade in a course they may be encouraged by a faculty member in the graduate program to withdraw from the program. All students who withdraw or who are academically dismissed from the program can reapply for admission. However, readmission is not guaranteed.

### ***Professional Development Guidelines***

Preparation for the professional practice of nursing requires more than the acquisition and application of knowledge. Therefore, in addition to the academic criteria listed in the progression and retention policies in the nursing student handbook and the university student handbook, the student must demonstrate:

1. Appropriate and respectful interpersonal relations and communication with clients, peers, faculty and other health care personnel.
2. Responsible fulfillment of class and practicum obligations, including timely, safe provision of nursing care in the practicum setting based on sufficient knowledge; and
3. Honesty and integrity in all academic and professional matters.

These expectations are minimally essential to professional nursing practice and should be met in both classroom and clinical settings however individual instructors may stipulate other rules for professional behavior as appropriate to the course and as outlined in the syllabus. The following are examples of behavior that may hinder maximum professional growth and competence as a professional nurse and are specifically discouraged:

**Tardiness** is defined as arriving 5 minutes after clinical or lab has been started by the instructor. Tardiness in the clinical setting can place a client or peer in an unsafe situation. You must speak in person (face to face, phone) to your clinical instructor if you are going to be tardy or absent in either lab or clinical. Calling the school or facility, leaving a message, or sending e-mail is not acceptable.

**Absences** are also very serious and difficult to make up. Clinical instructors will work with the appropriate Associate Dean and/or Program Chair(s) to determine the method of making up missed clinical experiences. Additional absences from clinical or live class sessions may result in a Performance Improvement Plan, failure to meet clinical outcomes and a failing grade.

Make-up for clinical or lab sessions must be approved by the appropriate Associate Dean and/or Program Chair(s)

**Late work** is a reflection of poor organizational habits as well as being unprepared for classroom or clinical learning. All late work must be negotiated well in advance of the assignment due date. Simply informing the instructor that you intend to be late with an assignment is not acceptable. Any late work not negotiated in advance with the instructor, or any two instances of late work in a course, will result in a student Prescription for Success or Performance Improvement Plan, and point deduction per policy or syllabi. Students who are unable to complete the required clinical hours during the date of course schedule, may request to receive an incomplete for the course. A Prescription for Success must be initiated, with the proposed dates to complete the clinical hours before the start of the next semester, and subsequent clinical course. A student will not be permitted to progress in the program if these hours are not completed.

**Disrespectful behavior** is defined as inappropriate verbal or non-verbal behavior that is offensive, argumentative, ill-informed, or lacking in sensitivity to the dignity of any individual. Disrespectful behavior in the clinical setting creates a non-therapeutic and unsafe environment. In the academic setting, it creates a hostile environment and is a violation of academic integrity. Because of its serious consequences and potential threat to client safety, one instance of disrespectful behavior will result in a Performance Improvement Plan.

**Dishonesty** as a violation of professional ethics and standards is defined as the intentional falsification or omission of information that has the potential to mislead, harm, or take unfair advantage. Dishonesty may take many forms including plagiarism, documentation of inaccurate or unverified patient data, and failure to report unethical or unsafe professional practice. Dishonesty is most serious and can result in failure, suspension, or dismissal.

A Prescription for Success or Performance Improvement Plan specifies the exact professional behavior that is in need of development and the specific sanction that will be applied with the current or subsequent violations of professional guidelines.

### ***Criteria for Immediate Dismissal***

Any of the following conditions may result in immediate dismissal from the School of Nursing – Graduate Program. Behaviors identified as criteria for dismissal include but not limited to:

- Unsafe clinical practice that may impact patient safety.
- Any instance that warrants a second warning.
- Disrespect for a faculty member or clinical site representative.
- Academic dishonesty in any form (e.g., plagiarism, cheating, stealing).
- Misrepresentation or fabrication of events surrounding an incident involving professional practice.
- Misrepresentation or fabrication of data or clinical records.
- Behavior not commensurate with professional expectations.
- Positive drug test or criminal background check while enrolled in the program –A student can be asked to complete a drug test or criminal background check by the Dean of the School of Nursing at any time while enrolled in the program. Failure to abide in completing the test or obtaining adequate documents will be automatic dismissal from the program. Positive tests and backgrounds checks are the responsibility of the student (including the use of medical marijuana)

\*\* The student will not be eligible for readmission to the Graduate School of Nursing in any time if above instances occurs.

### ***Expenses***

Graduate students may incur additional fees in specialist programs that are not included in the tuition credit. Some examples are the following but not limited to:

- Textbooks
- Clinical supplies i.e. lab coat, stethoscope
- Associate memberships
- Annual national conferences requiring transportation, room, meals, registration fees
- Malpractice insurance
- Recertification courses i.e. CPR, ACLS
- Course fees i.e. Advanced Health Assessment
- Review courses for certification examination

### ***Computer Requirements***

The delivery of this program features online learning. Students should have their own computers with access to high-speed Internet and printer. PBA will provide students with a subscription to Office360, which includes e-mail, Word, Excel, and PowerPoint. It is the student's responsibility in being able to send/receive emails with attachments and operate basic computer software such as Word, Excel, and PowerPoint. Classes will require students to watch videos that contain audio and video through PowerPoint, Webcam software, headsets or a DVD. The student is responsible for sending or receiving information from a computer that has an active up-to-date antivirus program.

### ***Professional Organizations***

Palm Beach Atlantic Honor Society of Nursing (HSON) was officially launched in January 2013, and worked toward the establishment of the organization as an official charter of the Sigma Theta Tau International (STTI) Honor Society of Nursing, with chartering ceremony in March 2016, as the Chi Phi – Chapter # 523. STTI purposes are to recognize superior achievement, to develop leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation to undergraduate students, graduate students and community leaders. The criteria for induction of graduate students are completion of one-fourth of the required nursing curriculum and a GPA of 3.5 or greater. After graduation, students continue their membership in the society as alumni.

Graduate students are also strongly encouraged to hold yearly membership in one or more of the following professional organizations below if residing in Florida:

- Nurse Practitioner Council of Palm Beach County (NPCPBC)
- Florida Nurse Practitioner Network (FNPN)
- AACN Graduate Nursing Student Academy (GNSA)
- Florida Organization of Nurse Executives (FONE)
- American Organization for Nursing Leadership (AONL)

### **Library Resources**

**Library Hours** (Front Desk) 561.803.2226

|                   |                         |        |                       |
|-------------------|-------------------------|--------|-----------------------|
| Monday – Thursday | 7:30 a.m. – 12 midnight | Friday | 7:30 a.m. – 5:00 p.m. |
| Saturday          | 9:30 a.m. – 6:00 p.m.   | Sunday | 2:00 p.m. – midnight  |

*\*Special hours for holidays and breaks are posted to the Library website and Facebook\**

<http://libraryguides.pba.edu/DNP>

The mobile friendly library website is <http://voyager.pba.edu/mobile>

Bob Triplett, M.L.S., Reference Librarian and Liaison Librarian to the School of Nursing  
 Contact Info PBA Warren Library: 561.803.2234 [bob\\_triplett@pba.edu](mailto:bob_triplett@pba.edu)

## ***Formal Complaints***

The School of Nursing follows the formal complaint policies established in the graduate catalog.

- [Academic Policies](#)

### **Campus Contacts**

**Campus Bookstore**, located on Dixie Highway in Oceanview Hall –561. 803. 2180

**Campus Safety and Security**, located on the first floor of Borbe Hall – 561.803.2500

**Center for Writing Excellence:** to make an appointment: Go to CWE Schedule. Click on “Make an Appointment.” Follow the instructions to register and then schedule your appointment using your .pba email address.

**Financial Aid**, located in Hood Hall – Financial Aid 561.803.2126

**Registrar’s Office**, located in Hood Hall –Registrar 561.803.2145

**Sailfish Services**, located with Human Resources at 900 S. Dixie Highway – 561.803.2000

**Student Success**, located on 2<sup>nd</sup> floor of Lassiter Student Center—561.803.2063

### **Use of Social Media Policy**

The SON acknowledges the growing use of social media by faculty, staff and students as well as the increasing use of social media for educational and clinical purposes. Regardless of the social media platform, the intent of this policy is to protect sensitive and confidential information and the reputations of all persons involved with the SON.

Students, staff and faculty should be thoughtful about how they present themselves as members of the PBA SON community and be aware that posted information may be public for anyone to see, may be posted or forwarded by others, and may remain available for public viewing for many years.

When communicating via email, voicemail or a social networking site, students, staff and faculty will adhere to HIPAA and FERPA guidelines at all times and refrain from the reference or representation of confidential or sensitive patient or student information through print, audio, or photographic media. They will refrain from stating or posting any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person within the SON or settings or agencies associated with the SON.

No student, staff or faculty member will photograph or videotape any other person for personal or social media use without express written permission of the person. When SON faculty or students are in another agency or clinical setting, they will follow the guidelines of the agency or clinical setting related to the use of social media and communication of confidential or sensitive information.



## 2021-2022 Policy Acknowledgement by the Student

POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING POLICIES AS NOTED IN THE [GRADUATE ACADEMIC CATALOG](#)

The signature of the graduate student below indicates they have read and understood the student handbook and agree to abide by the provisions within. This signed agreement will be uploaded into the compliance and immunization management system.

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Graduate Student Print Name

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Date

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Graduate Student Signature

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Date

### **PRIVACY ACT RELEASE FORM**

During the academic year at Palm Beach Atlantic University School of Nursing, it may be appropriate for School of Nursing faculty to return graded work in a public manner, for example, outside a faculty office, classroom, or clinical setting. Because Palm Beach Atlantic University does not wish to violate your privacy rights under the Family Education Rights & Privacy Act, your signature is required (below) if you are willing to waive these rights under this Act for specific, above- stated purpose. You are not required to sign this waiver/release form.

### **PRIVACY ACT SIGNATURE STATEMENT**

I certify that I have read the above statement and I waive my privacy right under the Family Education Rights & Privacy Act.

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Graduate Student Print Name

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Date

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Graduate Student Signature

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Date