

2020-2021



**Northern Illinois
University**

Your Future. Our Focus.

GRADUATE NURSING STUDENT HANDBOOK

MASTER OF SCIENCE & DOCTOR OF NURSING PRACTICE

GRADUATE NURSING HANDBOOK

Please review all materials in this document AFTER ADMISSION TO THE NURSING PROGRAM.

The guidelines, policies, and procedures in this handbook provide an orientation to the Graduate Nursing Programs and a resource which should be referred to throughout your education.

NOTE: Announcements are made periodically when the handbook is updated. Newer policies replace the previously published policies unless noted otherwise.

CONTENTS

Graduate Nursing Handbook	1
Preface	6
Important Telephone Numbers	6
Nursing Program Mission, Vision, and Core Values	7
Academic Nursing Policies and Procedures	8
Nursing Graduate Programs Orientation	8
Student-At-Large Status	8
Academic Advising	8
Changing a degree path in Nursing.....	10
Graduation	10
Completion of Post-Master’s Certificate Programs	10
Deadlines	11
Academic Standing.....	11
Grading Policies for Nursing Masters, DNP and Certificate Students.....	11
Standardized Grading Policy for the Nursing Programs.....	12
Policy for Dismissal from Graduate Programs in Nursing	12
Procedures for Appealing Allegedly Capricious Course Grades of Graduate-Level Students	12
General Guidelines for Addressing Concerns about Nursing Graduate Program Policies and Procedures	12
Exit Surveys with Graduating Students.....	13
Leave of Absence	13
Academic Integrity	13
Core Performance Standards for the Nursing Programs	14
Policy Regarding Students with Disabilities or Chronic Health Problems.....	15
Policy on Fluency in English Language	15
Nursing 630: Independent Study in Nursing.....	15
Student’s Responsibilities and Professional Behaviors	16
Student Responsibilities.....	16
Student Responsibility for Obtaining Current University Information	16
Statement Regarding Confidentiality.....	16
Policy for Electronic Devices and Social Networking	16
American Nurses Association Code for Nurses: 2015 Approved Provisions.....	17

Professionalism Statement	18
Policy Regarding Failure in a Clinical or Didactic Course and Program Dismissal for Unprofessional Conduct	18
Enrollment Requirements	18
Program Length and Scheduling of Classes	19
Registration	19
Inability to Register for Desired Courses: Wait Lists	19
Permit Course Registration	19
Overloads and Underloads	20
Clinical Internship Policies	21
Internship Planning Packet	21
Procedures for Notification of Intent to Enroll in Internships	21
Preparation the Semester before Scheduled Internship	22
Clinical requirements	23
Overview of Clinical Requirements	23
Provisional Admittance	23
Clinical Requirements	23
Criminal Background Check	24
10-Panel Rapid Drug Screen	24
Annual Standard Precautions (Bloodborne Pathogens - BBP) Training	24
Health Insurance	24
CPR Certification	24
RN License	24
Annual Influenza Vaccination	24
Measles, Mumps & Rubella (MMR) Immunity	24
Hepatitis B (HBV) Immunity	25
Varicella Immunity	25
Tetanus, Diphtheria and Pertussis (Tdap) booster	25
Tuberculosis (TB) Testing	25
Renewable Requirements	25
Medical Contraindications	26
Failure to comply	26
Additional Questions may be referred to	26

Guidelines for Students in Clinical Practice/Education Settings	27
Policy on the Disclosure of HIV Status	27
Policy on Refusal to Care for a Patient.....	27
Professional Appearance	27
General Information	29
Student Services	29
Bookstore.....	29
Required Course Textbooks	29
Drug Information Software.....	29
Bulletin Boards.....	29
Computers.....	29
School of Nursing Blackboard Organization.....	30
Copy and Print Machines.....	30
Health Care	30
ID Cards.....	30
Library	31
Lounge.....	31
Parking at NIU	31
Smoking Policy	31
Writing Center.....	31
Web Page	31
Additional Services.....	31
Organizations and Committees.....	32
School of Nursing Committees	32
Sigma Theta Tau International, Beta Omega Chapter	33
Policy Statement for Student Fees.....	33
Graduate Assistantships.....	33
Scholarships	33
Registration for a National Certification Examination	34
Purpose and Goals of Northern Illinois University’s Master of Science (MS) in Nursing Program.....	35
Northern Illinois University Master of Science in Nursing Conceptual Framework	35
Northern Illinois University Master of Science in Nursing Model	37
Master of Science (M.S.) in Nursing Student Learning Outcomes	37

Master of Science Degree in Nursing.....	38
Program Requirements.....	38
Doctor of Nursing Practice: Purpose, Goals and Outcomes	40
Northern Illinois University Doctor of Nursing Practice Conceptual Framework	40
Northern Illinois University Doctor of Nursing Practice Education Model	41
Doctor of Nursing Practice Requirements	42
DNP Project Policies.....	43
Project and Practicum Planning.....	44
Procedures for Site and Preceptor Application	44

PREFACE

This handbook is intended to provide students with reference information and to provide answers to the more commonly asked questions posed by new and returning students as they progress through their graduate program. The purpose of this handbook is to complement, NOT replace, the Northern Illinois University Graduate Catalog <http://catalog.niu.edu/index.php>.

It is the responsibility of students to know and observe all regulations and procedures related to the program they are pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of or contend that they were not informed of the regulations or procedures.

Each student has access to the Nursing Graduate Student Handbook on the Nursing Program website (<https://www.chhs.niu.edu/nursing/index.shtml>) under the “Resources” for M. S. in Nursing (MS), Doctor of Nursing Practice (DNP) and Post-Master’s Nursing Certificate links. It is the responsibility of the student to refer to this handbook as well as any e-mails sent to their NIU student e-mail address.

Calendar and Personal/Academic Information for NIU Students

Be sure to check MyNIU (<https://myniu.niu.edu/>) for information about enrollment dates. Registration for classes is done online via MyNIU; schedules for each semester are posted about 3 months prior to the semester. MyNIU also lists your current specialization, progress toward meeting degree requirements, personal contact information (name, address, phone, etc.), and the application for graduation/degree. Graduation deadlines and other current Graduate School policies are found on the Graduate School website (<https://www.niu.edu/grad/index.shtml>). If you click on the “Current Students” button at the top of page, you will see current, pertinent forms, and information.

IMPORTANT TELEPHONE NUMBERS

Main NIU Operator	753-1000
School of Nursing & Health Studies Office	753-1231
Director of Nursing Graduate Studies	753-0662
Nursing Program Coordinator	753-6553
DNP Academic Counselor	753-2163
APN Internship Coordinator	753-0469
College of Health and Human Sciences	753-1891
Graduate School	753-0395
Student Financial Aid Office	753-1395
NIU Police Department	753-1212
Bursar's Office	753-1885
NIU Library Information	753-1995
Weather Closing Information	753-6736 (Local) (888) 464-8673 (Long Distance)

NURSING PROGRAM MISSION, VISION, AND CORE VALUES

Nursing Program Mission: To prepare nurses to be leaders in providing patient-centered care, fostering research, integrating knowledge and improving health outcomes for all.

Nursing Program Vision: To be a regional center for excellence in nursing education and scholarship.

Approved by NURS General Faculty Council (2018)

Four Core Values (from AACN resources below)

Commitment:

A pledged action to serve altruistically with respect for human dignity (AACN, 2013).

Integrity:

“is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the person is honest and provides care based on an ethical framework that is accepted within the profession”(AACN, 2013, pg. 1).

Social Justice:

“is upholding moral, legal, and humanistic principles. This value is reflected in professional practice when the person works to assure treatment under the law and access to quality health care” (AACN, 2013, pg. 1).

Responsiveness:

“is fundamental, because it relates to basic human rights. Health systems, education, economic, political and cultural systems share responsiveness as a goal. Each system to be successful must respond to the legitimate needs of its constituents” (Darby, Valentine, Murray, & De Silva, n.d.).

References

- American Association of Colleges of Nursing. (2013a). Standards of conduct. Retrieved from www.aacn.nche.edu/cnl/certification/soc.pdf
- American Association of Colleges of Nursing. (2013b). Interdisciplinary education and practice. Retrieved from <http://www.aacn.nche.edu/publications/position/interdisciplinary-education-and-practice>
- Darby, C., Valentine, N. Murray, C.J.L., De Silva, A. (n.d.). World Health Organization (WHO): Strategy on measuring responsiveness. Retrieved from www.who.int/healthinfo/paper23.pdf

Approved by NURS General Faculty Council 12/2/2013

ACADEMIC NURSING POLICIES AND PROCEDURES

NURSING GRADUATE PROGRAMS ORIENTATION

Orientation material, including the guidelines, policies and procedures for the nursing program, are published in this *Graduate Nursing Student Handbook*. Each newly admitted graduate nursing student is required to review the content in the *Graduate Nursing Student Handbook* and submit signed verification of having done so as part of submitting Clinical Requirements documentation.

Additional detailed guidelines specific to internships, planning your program of study/course sequence, the master course schedule for the next few years, additional requirements (e.g., Clinical Requirements documentation), and how to apply for certification examinations after graduation are published on the School of Nursing Blackboard Organization site under the link “Graduate Student Information.”

The current NIU Graduate Catalog can be found online at the NIU Graduate School website and provides official Graduate School policies. This *Graduate Nursing Student Handbook* contains policies that are aligned to the Graduate School policies, but that provide specific detailed information on areas relevant to study in nursing.

STUDENT-AT-LARGE STATUS

An individual who has not yet applied for regular admission to the Graduate School, who has applied but has not yet been admitted, or who was admitted to one of the post-master’s certificate programs may be permitted to register for graduate work as a student-at-large. For degree-seeking students, a maximum of 9 semester hours of credit earned as a student-at-large may be applied to degree requirements with the approval of the student’s faculty adviser. Exceptions to this 9-hour limit are made for students who are admitted to the post-master’s certificate programs because they are not degree-seeking students.

Application to become a student-at-large is made online at the Graduate School website (<http://www.grad.niu.edu/grad/index.shtml>). However, it should be noted that admitted degree-seeking and post-master’s certificate students receive priority over students-at-large in registering for courses

ACADEMIC ADVISING

Each student is assigned an adviser upon admission and confirmation of that admission to the Graduate School. The Director of Nursing Graduate Studies appoints the adviser. The adviser assists in planning the student’s sequence of courses in their program of study. The adviser also serves as a role model, mentor, and resource person. Every student admitted to a Graduate Nursing Program should make an appointment to meet with their adviser early in the first semester of study as an admitted student.

Roles and Responsibilities

Adviser

1. Assist student in planning an official sequence of courses, called a “plan of study” for their specialization. The adviser reviews and approves the plan.
2. Explore career goals with advisee.
3. Revise the plan of study as needed.
4. Address other issues that arise related to the advisee’s progress in the program.

Advisees

1. Schedule an appointment with the adviser as early as possible in your first semester as an admitted student to plan an official plan of study (i.e., “sequence of courses”) for your specialization.
2. Review Nursing Program orientation materials in the *Graduate Nursing Student Handbook* and seek clarification from adviser as needed.
3. As needed, submit online requests for transfer credits, change of specialization or re-entry into the Graduate School after an absence of 12 months or more (available at http://www.grad.niu.edu/grad/audience/current_students.shtml). A variety of forms are available at the Graduate School website: <http://www.grad.niu.edu/grad/audience/student-forms.shtml>.
4. Use the *Graduate Nursing Student Handbook*, Nursing Program website information, Graduate Catalog, and other current online materials as reference sources.
5. Notify the Graduate School and the Nursing program of changes in name, phone number, and address. Changes can be made via MyNIU, but the nursing program does not receive an automatic update or notification of changes. NOTE that the name on current nursing license in IL should agree with the name under which student is registered at NIU; this will eliminate potential discrepancies when applying for professional positions, the certification examination, and/or advanced practice license after graduation.
6. Use your NIU e-mail address, since it is used for official communications related to enrollment at NIU.
7. Ensure that your specialization is listed correctly in MyNIU; look at your degree progress report (called “Academic Requirements” in the Student Center) or unofficial transcript for current semester.
8. Register for classes at the earliest possible time each semester. Adhere to your planned sequence of courses when enrolling for courses or revise your sequence of courses.
9. Consult with your adviser and provide documentation to address any deficiencies or stipulations placed on your admission as specified in your letter of admission from the Nursing Program.
10. Contact the Graduate Internship Coordinator, Ms. Jerri Reynolds (jreynolds3@niu.edu), one year prior to each internship. Deadlines for contacting Ms. Reynolds to receive a preceptor referral one year prior to each internship are as follows: September 1 – November 1 for Fall Internships, January 1-March 1 for Spring Internships, June 1-August 15 for Summer Internships. If you do not contact Ms. Reynolds by email during the above periods of time, you will be required to re-track your internships on a space available basis.

CHANGING A DEGREE PATH IN NURSING

Because each student is admitted to a particular specialization in nursing and there are limited enrollments available in each specialty (i.e., specialization), requests for changes are reviewed and approved on an individual basis. Making a request does not guarantee approval.

If a student has changed professional goals and recognizes that a different specialization might better facilitate meeting those goals, a request can be made to change the specialization. These requests will be evaluated each fall and spring semester when the Graduate Nursing Admissions Committee meets (about 2 weeks after the graduate application deadlines of October 1 for spring admissions and February 15 for fall admissions). Requests for changes in specialization should be submitted by the October 1 or February 15 deadline dates.

To submit a request, the student must first submit a request for a “Change of Major;” an electronic form can be found on the Graduate School website on the Forms Page (<http://www.grad.niu.edu/grad/resources/student-forms.shtml>). The student should also submit a one-page goal statement to the Director of Nursing Graduate Studies. This can be sent electronically to the Director. The goal statement should address the student’s professional goals and how changing the specialization will help meet those goals.

Each request and goal statement will be reviewed by the Graduate Nursing Admissions Committee. After review, the student will be notified by the Graduate School of the decision outcome regarding the change of specialization request.

GRADUATION

A student planning to graduate must apply for graduation by the Graduate School’s deadline. Deadlines are posted on the Graduate School website (<http://www.niu.edu/grad/resources/graduation.shtml>). In addition, several electronic e-mail notifications are sent by the Graduate School to matriculated graduate students each academic year. Deadlines are usually about 9 months prior to the desired graduation date. All degree-seeking students must apply for graduation whether or not they want to participate in the commencement ceremony.

Application for graduation is made through MyNIU. Students can also monitor their progress toward meeting degree requirements on MyNIU; refer to Student Help at MyNIU for how to obtain information about reviewing the Academic Requirement report in the MyNIU Student Center (<http://www.niu.edu/myniu/>). All students who apply for graduation by the deadline are put on the preliminary graduation list for that term. If unforeseen circumstances arise, the applicant for graduation can defer their graduation. An online form to request deferral is available at the Graduate School website on the Student Forms page (<https://www.niu.edu/grad/resources/student-forms.shtml>).

COMPLETION OF POST-MASTER’S CERTIFICATE PROGRAMS

A student enrolled in a post-master’s certificate program should monitor their own progress toward completing program requirements and consult with the faculty adviser periodically throughout the program of study. After grades are posted during the last semester of study, notify the Director of Nursing Graduate Studies. To show program completion on the official transcript, the Director must send documentation of certificate completion to the Graduate School.

DEADLINES

See the current course Schedule online for the following fall and spring semester deadlines:

Schedule of Classes - the schedule of classes is posted on MyNIU in October for the spring semester and in March for the fall semester and summer session.

Applications for Graduation and Payment of Graduation Fees - Dates are posted on MyNIU and on the Graduate School website. Deadlines are approximately six months prior to anticipated date of graduation. The applications become available approximately 9 months prior to the anticipated date of graduation.

Drop/Adds and Withdrawal from class deadlines are also found on the Graduate School website for current students as well as in MyNIU.

Nursing Program Scholarship Application Deadlines - Look for announcements on the nursing program website and announcements made via the School of Nursing Organization on Blackboard.

ACADEMIC STANDING

To remain in good academic standing, a graduate student must maintain a minimum GPA of 3.00 in all graduate courses. A graduate student who fails to maintain a 3.00 GPA may, upon recommendation of the department or program, be subject to termination of admission to that degree program. The Graduate School places students on academic probation when their cumulative grade point average drops below a 3.0.

A student must be in good academic standing overall and in the degree program in question to be eligible for graduation.

Refer to the General Regulations of the *Graduate Catalog* for more information on policies and procedures related to grades.

GRADING POLICIES FOR NURSING MASTERS, DNP AND CERTIFICATE STUDENTS

Nursing students must earn a minimum grade of B in each required course in their program of study. Any required course in which a grade of B- or lower is earned must be repeated and a grade of B or higher earned prior to progressing in program course work. Students who accumulate 6 or more credit hours of B-, C+, C, D, F, U or WF in the same course or any combination of courses will be dismissed from the Graduate and Certificate Nursing Program.

Withdraw Pass/Withdraw Fail: The Graduate Nursing Program criteria for passing (85% and above) will be used for determining the status withdraw pass (WP) vs withdraw fail (WF) for all graduate courses. Less than an 85% in a given course at the time of withdrawal will result in a withdraw fail (WF).

No extra credit assignments are offered.

Updated 5/1/2020

STANDARDIZED GRADING POLICY FOR THE NURSING PROGRAMS

Grading Scale:

93 - 100 = A

85 - < 93 = B

77 - < 85 = C

68 - < 77 = D

< 68 = F

There is no rounding of final course grades to the next whole number.

POLICY FOR DISMISSAL FROM GRADUATE PROGRAMS IN NURSING

Admission into a Graduate Nursing Program does not guarantee continuation in the program.

Academic Standing and Cause for Dismissal from the Nursing Programs

Cause for Dismissal:

To remain in good academic standing, a graduate student must maintain a minimum grade point average (GPA) of 3.00 in all graduate courses required on the student's program of courses (excluding deficiency courses taken for graduate credit) as well as in all graduate courses taken. Following any academic term at the end of which the cumulative graduate GPA falls below 3.00, the student will be considered on academic probation. Refer to the *current Graduate Catalog* for more information on academic probation and academic dismissal from the Graduate School (see "Academic Standing").

Nursing students must earn a minimum grade of B in each required course in their program of study.

Any required course in which a grade of lower than a B is earned must be repeated and a grade of B or higher earned prior to progressing in program course work. Students who earn six credit hours lower than a B in the same course or in any combination of courses will be dismissed from the graduate and certificate programs.

Furthermore, a recommendation for a graduate nursing student's dismissal may be made to the Graduate School based on unprofessional conduct or unsafe practice. (i.e., professional integrity issues; See Nursing Graduate Student Handbook "Policy Regarding Failure in a Clinical or Didactic Course" for definitions of unprofessional conduct and unsafe practice)

PROCEDURES FOR APPEALING ALLEGEDLY CAPRICIOUS COURSE GRADES OF GRADUATE-LEVEL STUDENTS

Procedures for appealing allegedly capricious course grades found at:

<http://www.niu.edu/provost/policies/appm/iii8.shtml>

GENERAL GUIDELINES FOR ADDRESSING CONCERNS ABOUT NURSING GRADUATE PROGRAM POLICIES AND PROCEDURES

Any concerns and recommendations for changes in the academic programs, policies and procedures should be sent to the Director of Nursing Graduate Studies in writing or discussed by a telephone/face-to-face appointment with the Director.

The School of Nursing values the student body voice and will endeavor to address complaints in a fair, timely manner with the utmost transparency. In general, complaints should be brought to the appropriate faculty member first, then, if unresolved, should go to the appropriate program director (Director of the Graduate Program or Director of the Undergraduate Program). If still unresolved, the issue should be taken to the Chair of the School of Nursing. The Dean or Associate Dean of the College of Health and Human Sciences may be asked to intervene if the issues cannot be resolved at the School level. Students should refrain from contacting university-level officials, such as the Provost or the President, without first trying to resolve issues through the chain of command just described.

Students should take their academic, course-related issues directly to their instructor, either verbally or in writing. It is important to understand that instructors have authority and jurisdiction over the administration of their courses, however unethical practices or egregious actions by the instructor should be raised to the Chair's attention through a formal complaint.

A formal complaint is one that is submitted in writing by a student through one of the following methods: an email to the nursing school address (nursing@niu.edu), an email to the Director of the Graduate or Undergraduate Program, a letter delivered or mailed to the nursing front office, a submission to the suggestion box outside room 189 or through the Student Advisory Council. The School of Nursing leadership will make every effort to provide a response in writing to all complaints that are not anonymous. Questions pertaining to the student complaint process can be directed to the School's Director of Operations.

EXIT SURVEYS WITH GRADUATING STUDENTS

Students preparing to graduate will be invited to participate in an exit survey with a graduate faculty member within a few weeks prior to the end of the final semester in the program. The primary purpose of the survey is to provide immediate feedback to faculty for use in program evaluation. While these surveys are voluntary, each program graduate is encouraged to provide this feedback.

LEAVE OF ABSENCE

If a student needs to take a leave of absence for a semester or more, the student should notify the faculty adviser and the Director of Nursing Graduate Studies. If a graduate student does not take classes for more than 12 months, the student must complete a Re-entry Application through the Graduate School. The form is available on the Student Forms page at the Graduate School website: <http://www.grad.niu.edu/grad/resources/student-forms.shtml>.

ACADEMIC INTEGRITY

Students attending NIU are expected to be honest in all of their academic work. Students who violate this policy must realize that disciplinary action will be taken up to and including expulsion. For more information on student and faculty rights and procedures relating to this matter see the general regulations of the *Graduate Catalog*.

Falsification of clinical hours required to meet course requirements is considered academic misconduct.

In addition, as a condition of being a student in an NIU course, no student is authorized to share, disclose, or copy the content of any examinations.

CORE PERFORMANCE STANDARDS FOR THE NURSING PROGRAMS

All students interested in enrolling and remaining in the nursing programs at NIU must possess the performance component skills necessary to assess a patient's biopsychosocial needs and to analyze collected data in order to identify patient problems, plan and implement independent and collaborative interventions, and evaluate the care provided and the patient's responses to care. Specific observation, communication, motor cognitive, psychosocial, and behavioral requirements provide candidates with the ability to carry out the responsibilities of a student nurse providing direct or indirect patient care. A student must, with or without reasonable accommodation, possess these performance component skills upon admission to the School of Nursing and maintain these essential components throughout the program.

MANUAL DEXTERITY – (Activities/Attributes) Examples include but are not limited to: Use sterile techniques; insert catheters (Foley, NG, IV); perform venipunctures; prepare medications and administer (PO, IM, IV); manipulate small objects (lancet, stopcock); open and close medication containers.

MOBILITY – (Activities/Attributes) Examples include but are not limited to: Remain at patient's side for a prolonged period of time for purposes of monitoring and frequent assessments; perform CPR; assist in lifting and moving patients and patient care materials (bed, chair); move independently to and from patient care areas.

PROCESING PATIENT INFORMATION – (Activities/Attributes) Examples include but are not limited to: Respond to communication by patients with or without direct view of patient's face; respond to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner; accurately assess blood pressures, heart, lung, vascular, and abdominal sounds; accurately read a thermometer; identify cyanosis, absence of respirations, and movements of patients rapidly and accurately; accurately process information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, and other medical records.

MATH COMPETENCY – (Activities/Attributes) Examples include but are not limited to: Tell time; use measuring tools (tape measure, scale); add, subtract, multiply, and divide; record numbers; calculate medication dosages (PO, IM, IV) and intravenous solution rates.

EMOTIONAL STABILITY – (Activities/Attributes) Examples include but are not limited to: Provide emotional support to patients; adapt rapidly to environmental changes and multiple task demands (new admission, patient going to therapy or surgery); maintain adequate concentration and attention in patient care settings; maintain behavioral decorum in stressful situations (avoid inappropriate laughter, jokes, comments)

COGNITIVE PROCESSING – (Activities/Attributes) Examples include but are not limited to: Transfer knowledge from one situation to another (classroom to patient care); assess patient needs based on understanding and synthesis of patient information (know co morbidities, complex problems); develop effective care plans based on assessments; prioritize tasks to ensure patient safety and standards of care (administer meds and treatments on time); organize and retain information in basic knowledge and skills areas (frequently administers meds and treatments).

CRITICAL THINKING – (Activities/Attributes) Examples include but are not limited to: Identify cause and effect relationships (religious, ethnic, cultural); sequence information in a manner that is logical and understood by others; make sound clinical judgments and decisions based on standards of nursing care; seek assistance when a clinical situation requires a higher level of expertise/experience.

INTERPERSONAL/COMMUNICATION SKILLS – (Activities/Attributes) Examples include but are not limited to: Respect differences in patients; establish and maintain effective working relations with patients and co-workers; teach and provide information in an accurate and effective manner; report critical patient information to other caregivers; convey information to others through verbal communication, graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner.

POLICY REGARDING STUDENTS WITH DISABILITIES OR CHRONIC HEALTH PROBLEMS

Resources and services to assist students with disabilities or chronic health problems are available at NIU. Students who would benefit from such services are encouraged to contact the Disability Resource Center as soon as possible. The DRC coordinates accommodations for students with disabilities. It is located in the Campus Life Building, Suite 180, and can be reached at 815-753-1303 or drc@niu.edu.

The faculty of the Graduate Nursing Programs are willing to make reasonable accommodations in nursing courses for students with documented disabilities or chronic health problems when the faculty are informed of the student's needs. It is important that students contact faculty members regarding this as early as possible to allow time to coordinate the reasonable accommodations.

POLICY ON FLUENCY IN ENGLISH LANGUAGE

Students whose native language is not English must adhere to the policies and procedures for admission to the Graduate School as outlined in the NIU Graduate Catalog under “Examinations Required for Admission/Language Test Requirements (IELTS and TOEFL).”

NURSING 630: INDEPENDENT STUDY IN NURSING

The purpose of an independent study is to provide students with opportunity to explore an area of interest in nursing in further depth than the normal curriculum would provide. Nursing students who have been admitted into the graduate program and have consent of the Graduate Nursing Program are eligible to enroll.

Students take the initiative in structuring an independent study. It is up to the student to develop an idea and to seek out a faculty member with whom to work. The faculty member helps the student to develop his or her idea into a proposal and supervises the implementation of the proposal.

It takes some time to develop a proposal for an independent study so students should plan accordingly. The following action guidelines may help a student who is interested:

1. Pick up a "Proposal for Independent Study" packet in Room 190.
2. Make arrangements with a graduate nursing faculty member to supervise the independent study.
3. In collaboration with the identified faculty member, complete the packet.
4. Submit the original and two copies of your proposal for signatures of approval to faculty member, the Director of Nursing Graduate Studies, and the Graduate Adviser.

After all the signatures are obtained, the reference number is released to the student for registration purposes. This process must be completed by the end of the fourth week of the fall or spring semester, or second week of the summer semester.

STUDENT'S RESPONSIBILITIES AND PROFESSIONAL BEHAVIORS

STUDENT RESPONSIBILITIES

Each graduate student should read the General Regulations in the *Graduate Catalog* online at <http://catalog.niu.edu/index.php?catoid=42>. Any questions about that information can be directed to the Graduate Adviser, the Director of Nursing Graduate Studies, or to the Dean of the Graduate School.

Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the Dean of the Graduate School.

STUDENT RESPONSIBILITY FOR OBTAINING CURRENT UNIVERSITY INFORMATION

The University reserves the right to make changes in admission requirements, fees, degree requirements, and other specifications set forth in the catalog. Such changes may take precedence over catalog statements. While reasonable effort is made to publicize such changes, students should remain in close touch with departmental advisers and appropriate offices, because responsibility for complying with all applicable requirements ultimately rests with the student.

STATEMENT REGARDING CONFIDENTIALITY

The concept of the right of individuals to privacy is taught throughout the nursing curriculum. The right to privacy is grounded in moral reasoning as well as federal legislation titled the Health Insurance Portability and Accountability Act (HIPAA). Privacy rights **must be** protected by maintaining confidentiality.

On a routine basis, the faculty addresses the legal, moral, and professional consequences of breaches of confidentiality. The profession of nursing respects the autonomy of every individual and demands the maintenance of confidentiality at all times. All students are held accountable for meeting HIPAA requirements.

The faculty and students of the Nursing Program support the right to confidentiality for all individuals.

POLICY FOR ELECTRONIC DEVICES AND SOCIAL NETWORKING

1. Students must recognize that they have an ethical and moral responsibility to maintain patient privacy and confidentiality at all times including online media.
 - The standards of professionalism are the same online as in any other circumstance.
2. Students may not take pictures or videos of patients on personal devices, including cell phones.
 - Students are forbidden to share any information or photos via any electronic media that is obtained through the nursing student-patient relationship.
 - Use of any electronic devices to store/enter any type of client information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action, which may result in dismissal from the program.
3. Students may not identify patients by name or post any information that may lead to the identification of a patient.
4. Students must maintain professional boundaries with patients when using social media. Online contact with patients is not acceptable.

5. Students may not make any comments about patients, other students, faculty, the clinical agencies and/or their employees, or clinical assignments/learning activities even if they are not identified.
6. Students must abide by any clinical agency policies regarding use of employer-owned computers, cameras, and other electronic devices and use of personal devices while in the clinical agency.
7. Students should not text, e-mail, or receive telephone calls in the classroom, while in the patient care areas of clinical agencies, or in the patient's home.
8. Students should check with their instructor/faculty about permissible devices that can be used in the classroom or clinical agency.
 - Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class or agency.
9. Students should promptly report any identified breach of confidentiality or privacy issue.
10. Students who fail to follow the directions of a faculty member or the clinical agency policy may incur disciplinary action, up to, and including suspension and dismissal.

Modified from American Nurses Association. (2011). *Principles for social networking and the nurse*. Silver Spring, MD: ANA.

AMERICAN NURSES ASSOCIATION CODE FOR NURSES: 2015 APPROVED PROVISIONS

NIU Graduate Nursing Students are expected to adhere to the *American Nurses' Association Code for Nurses* in all academic activities related to the Graduate Nursing Program. The *Code* follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, © 2015 by American Nurses Association. Reprinted with Permission. All rights reserved.

PROFESSIONALISM STATEMENT

All graduate nursing students are required to sign and abide by a Code of Conduct statement upon admission to the nursing program. In addition, an agreement to abide by Professional Standards is required for graduate students enrolling in graduate internships.

POLICY REGARDING FAILURE IN A CLINICAL OR DIDACTIC COURSE AND PROGRAM DISMISSAL FOR UNPROFESSIONAL CONDUCT

1. Failure in a graduate course and/or program dismissal for unprofessional conduct may result if any of the following occur:
2. Clinical performance that does not meet professional standards* or constitutes unsafe practice.**
3. Classroom, clinical or any other academically-related behavior that does not meet professional standards.****
4. Failure to meet course objectives.
5. Absence in clinical course.
6. Violation of University policies on academic integrity as stated in the graduate catalog.
7. Inaccurate reporting of clinical hours.

* Unprofessional conduct is defined as any nursing action inconsistent with the ANA Code of Ethics or the policies of the Nursing Program.

** Unsafe practice is defined as any nursing action inconsistent with the Illinois Nurse Practice Act or the ANA Standards of Clinical Practice or the policies of the Nursing Program.

*** Sanctions may result from academic dishonesty. This may include, but is not limited to, the following: Plagiarism; cheating; falsification of clinical hours; knowingly supplying false or misleading information to university officials or on official university records; forgery; and alteration or misuse of university documents, records, or identification cards.

Self Plagiarism

Submitting a substantial portion of one's own previous work or ideas to meet requirements in different contexts, when it is prohibited. <https://www.niu.edu/academic-integrity/faculty/committing/plagiarism.shtml>. Papers/projects/presentations from other coursework cannot be substituted for assignments in another course. Inserting parts of other assignments from previous courses to be counted in a course is also not permitted unless specifically approved by faculty for an assignment.

**** See General Regulations in the Graduate Catalog as well as "unprofessional conduct" as defined above.

ENROLLMENT REQUIREMENTS

A graduate student must register in the term for which he or she is admitted, or request deferral of admission. Refer to Matriculation: Deferral of Admission in the *Graduate Catalog*. Otherwise, admission will be canceled. Students who were admitted with stipulations are considered to be Conditional Admissions. Usually, the Condition or stipulation for admission must be met within the first 9 semester hours of coursework at NIU. If the condition is not met, admission will be terminated from the Graduate School. Refer to Conditional Admission policies in the Graduate Catalog.

A student who has been enrolled in a graduate degree program but did not graduate from that program, and whose enrollment has lapsed for 12 months or more, must reapply for admission to the Graduate School. Students must submit a reentry application which is available on the Student Forms page at the Graduate School website (<https://www.niu.edu/grad/resources/student-forms.shtml>).

PROGRAM LENGTH AND SCHEDULING OF CLASSES

The curriculum is configured for part-time or full-time enrollment. Fulltime students can complete the program in a minimum of four to six semesters, depending on the selected area of specialization. Students may enroll in courses during the fall, spring, or summer term. A full-time course load is 9-12 semester hours; part-time study is less than 9 semester hours. If students wish to maintain full-time status throughout their academic program of studies, it will be necessary to take some additional cognate courses.

REGISTRATION

The Student Services Coordinator (SSC) at NIU will assist students in registering for courses.

Clinical requirements must be met when enrolling in graduate nursing courses. Enrollment is on a first-come, first-served basis. If you delay enrollment after the registration period begins, you might not be able to enroll in the course(s) of your choice.

Each student should take responsibility for enrolling in the specified number of credits required by various types of financial aid.

INABILITY TO REGISTER FOR DESIRED COURSES: WAIT LISTS

If a student is unable to register for a course during a specific semester because it is filled, that student should contact Diane Rich (drich@niu.edu) to be placed on a wait list for the course. After the peak registration period and prior to the start of the semester, the Director of Nursing Graduate Studies and Chair of the School of Nursing will decide how to remedy the wait lists. Sometimes an additional section of the course is opened. The wait list in MyNIU is not readily accessible to the Nursing Program. Therefore, it is important that students report their situations to the Nursing Program through Diane Rich.

If the desired course is on the student's approved course sequence form/program of study, it is very likely that the student will be able to enroll in the course as planned. If the course is not on an approved course sequence/program of study, it is possible the student will need to enroll in a different course.

PERMIT COURSE REGISTRATION

NURS 606, NURS 607 and NURS 608 and all internships are permit courses. You may obtain a permit number from the Nursing Program Office Manager, Diane Rich (815.753.0664; drich@niu.edu). However, you must demonstrate that all prerequisite courses have been met in order to register.

It is the student's responsibility to be aware of any encumbrances on their ability to register, such as Bursar's or University Health encumbrances. Be advised that your health requirements must be current for the University's Student Health Services. The University Student Health Services and the

Nursing clinical requirements are two different entities and do not automatically share immunization information.

OVERLOADS AND UNDERLOADS

There are no University minimum requirements for graduate students in general. Graduate assistants *may* be subject to minimum-enrollment requirements.

Overloads for graduate students in good academic standing are subject to departmental approval. A full course load for a graduate student is defined as 9 to 12 semester hours in a spring or fall semester and 6 to 9 hours in a summer session. **Graduate nursing students may not enroll in more than one internship per semester.** Also, Nursing Faculty recommendations are to limit graduate students to only one other required class in the student's program of study during the semesters in which they are enrolled in internships. Exceptions to these recommendations are rarely made. Any requests must be made in writing and submitted to the Director of Nursing Graduate Studies.

CLINICAL INTERNSHIP POLICIES

INTERNSHIP PLANNING PACKET

Students should begin planning their clinical and teaching internships and supporting course work with their faculty adviser early in the first semester of matriculation into the Graduate Nursing Program. All internships are highly individualized, and adequate advance planning insures that students have met all prerequisites and are ready to obtain the fullest benefit from the experience. *Internship Planning Packet* documents are available on the Blackboard School of Nursing Organization. These documents contain detailed guidelines for planning internships. Students are advised to read the document for their particular specialization early in their program of study.

The student is placed in a setting with a master's prepared (or higher level) nurse, or sometimes a physician who is willing to serve as a preceptor and facilitate attainment of the student's internship objectives. If the preceptor is a nurse practitioner, she/he must also have proof of certification and advanced practice licensure in Illinois. Students are limited to a maximum of two preceptors per clinical internship. Exceptions to the maximum number of two (2) preceptors per semester will be made on a case-by-case basis; the student should request an exception in writing to the Director of Nursing Graduate Studies, who will consult with appropriate graduate faculty regarding the request. The internship setting must be located in Illinois. Students may not complete their internship in an agency in which they are currently employed or have been employed during the previous 24 months.

The NIU Graduate Nursing Program is fortunate to have a Graduate Internship Coordinator to guide students in finding well-qualified preceptors in appropriate settings. The student will work in conjunction with the Graduate Internship Coordinator, in finding appropriate placement for their clinical internship. The placement process will require that the student adhere to any deadlines that are applicable and communicate with the coordinator as directed. All preceptors must be approved by the Graduate Internship Coordinator each semester in which the student is registered for an internship.

- ✓ Please note: Students who refuse to accept a qualified preceptor or site will not be guaranteed the ability to progress in the program. In addition, students will not be guaranteed an internship site in the event of unforeseen circumstances (such as illness or resignation of a preceptor).

PROCEDURES FOR NOTIFICATION OF INTENT TO ENROLL IN INTERNSHIPS

1. One year prior to each internship contact the Graduate Internship Coordinator. Deadlines for contacting the Internship Coordinator to receive a preceptor referral one year prior to each internship are as follows: September 1 – November 1st for Fall Internships, January 1 - March 1 for Spring Internships, June 1 - August 15 for Summer Internships. If you do not contact the Graduate Internship Coordinator by email (email) during the above periods of time, you will be required to retrack your internships on a space available basis.
2. If your plans for taking an internship change, notify the Graduate Internship Coordinator no later than the end of week two of the semester immediately preceding your planned internship. You must then meet with your adviser to revise and approve a new plan of study and sequence of courses.
3. For each internship, contact the faculty member assigned to teach the internship by March 30 (for summer or fall internships) or October 30 (for spring internships) to discuss and submit your internship planning packet information and objectives. Approval of the final internship materials is

made by the assigned faculty member who will be teaching the internship, and is necessary prior to your enrollment in each internship.

PREPARATION THE SEMESTER BEFORE SCHEDULED INTERNSHIP

The student must also meet with the faculty member responsible for teaching each internship; each student should contact the assigned faculty member by October 30 for spring internships and by March 30 for summer and fall internships. The Graduate Internship Coordinator will notify each student of the faculty member's name and also will provide instructions for registering in the appropriate section. To help prepare for the internship planning conference with the faculty member, the student should review the *Internship Planning Packet* available on the School of Nursing Organization Blackboard site under "Graduate Student Information."

- ✓ Published deadlines related to internships will be strictly observed. **Failure to adhere to these deadlines and guidelines could result in the cancellation of enrollment in your internship.**

Revised 8/7/17

POTENTIAL FOR SITE FEES

Placement at certain sites could require additional fees from the site, not otherwise included in the School of Nursing clinical requirements. Student placement at these sites requiring additional fees are optional, and placement at such sites shall be at the discretion of the specific student. Students are not required to use these sites to continue their progression in the program. These additional site fees are coordinated directly between the student and the site and are paid directly to the site by the student.

Approved by NIU Legal Affairs June 2020; MB/MK 18June2020

CLINICAL REQUIREMENTS

OVERVIEW OF CLINICAL REQUIREMENTS

An important component of your nursing education revolves around your experience in clinical settings. All nursing students are required to comply with the clinical requirement standards set forth by the Nursing Program. These clinical requirements are in alignment with requirements set forth in the contractual agreements with our clinical agencies. Students must be in compliance at all times from admission to through completion of the program.

PROVISIONAL ADMITTANCE

All students admitted into the NIU Nursing Programs are admitted provisionally until submission of proof of having met their clinical requirements and then they will be fully admitted. Full admission is required for ongoing enrollment in required courses. If requirements are not met, the student might not be able to complete required courses in their program of study, which includes clinical practice experiences.

CLINICAL REQUIREMENTS

Background checks are done through Castle Branch and submitted online. Once registered on the CertifiedBackground.com site, you will receive instructions to order the background check, which uses your name(s), social security number, and address(es) as search criteria. The results will be posted to your Castle Branch profile.

Clinical requirements include the following:

- Standard Precautions Training
- Updated immunizations/titers
- Background check
- Drug screen test
- CPR Certification
- Proof of health insurance
- Valid Illinois RN license
- Annual Influenza Vaccination
- TB Test
- Proof of diphtheria/tetanus/pertussis vaccination
- Code of Conduct signature page
- Student Handbook signature page
- HIPAA
- Academic Integrity Tutorial

Clinical requirements are subject to change without notice due to policy changes occurring within our clinical agencies. It is the student's responsibility to keep track of his/her own records and submit necessary requirements by published deadlines. Failure to do so may prevent enrollment in required nursing courses or result in removal from a clinical site. The student may be unable to complete the nursing program or clinical experience.

CRIMINAL BACKGROUND CHECK

Once registered on the CertifiedBackground.com site, you will receive instructions to order the background check, which uses your name(s), social security number, and address(es) as search criteria. Background checks are done through Castle Branch and submitted online. The results will be posted to your Castle Branch profile.

10-PANEL RAPID DRUG SCREEN

Students will also be required to have a 10-panel drug screen. There will be a paperless order provided to you and where to go to submit your sample, based on the zip code you enter. The results of the drug screen will be posted to your Castle Branch profile.

ANNUAL STANDARD PRECAUTIONS (BLOODBORNE PATHOGENS - BBP) TRAINING

All students are required to participate in BBP training annually. Results (copy of the quiz) must be submitted by July 1 each year. You can locate the training module at the School of Nursing Organization Blackboard page under "Clinical Requirements."

HEALTH INSURANCE

Please provide a copy of your current health insurance card or proof of coverage. You must provide a copy, front and back sides, showing your name on the card. If your name is NOT on the card, you will be required to provide proof of coverage from the insurance company. At any time, should your coverage change, please copy and provide updated information.

CPR CERTIFICATION

American Heart Association Healthcare Provider course is required. Online re-certifications are not accepted at this time. Please submit a copy signed front and back of your card.

RN LICENSE

Please submit a current copy of your State of Illinois RN license (RNs only, e.g., Graduate Students, Post-Master's Certificate Students, and RN-BS Completion Students).

ANNUAL INFLUENZA VACCINATION

An annual influenza vaccination is required for all nursing students. Documentation must be submitted by October 1 annually. Upon admittance, proof of an influenza vaccination from the previous season will be necessary.

MEASLES, MUMPS & RUBELLA (MMR) IMMUNITY

Proof of immunity may be submitted in either of the following 2 ways:

1. Laboratory confirmation of immunity (serum antibody titer) for each disease. The titer may be either qualitative or quantitative. If quantitative, a reference range must also be included in the documentation.
-OR-
2. Documentation of immunization series per ACIP Standards: 2 doses of MMR vaccine

HEPATITIS B (HBV) IMMUNITY

Proof of immunity must be submitted as follows:

1. Dates of hepatitis B series, and
2. Quantitative antibody titer with reference range.

VARICELLA IMMUNITY

Proof of immunity may be submitted in either of the following 2 ways:

1. Laboratory confirmation of immunity (serum antibody titer) for the disease. The titer may be either qualitative or quantitative. If quantitative, a reference range must also be included in the documentation.
-OR-
2. Documentation of immunization series per ACIP Standards: 2 doses of varicella vaccine given at least 28 days apart.

TETANUS, DIPHTHERIA AND PERTUSSIS (TDAP) BOOSTER

Documentation of a current Tdap booster must be submitted.

TUBERCULOSIS (TB) TESTING

Students must provide the following:

1. Evidence of an initial 2-step non-reactive Mantoux test (two separate tests administered 1-3 weeks apart) or Quantiferon-Gold blood test, and
2. Evidence of an annual non-reactive Mantoux test or Quantiferon-Gold blood test submitted annually thereafter.

If you have positive results, provide a clear chest X-ray (lab report required). Annually, the TB questionnaire, available on the Certified Background website, must be completed and submitted.

RENEWABLE REQUIREMENTS

All renewable requirements (CPR, TB testing, Annual Standard Precautions) must be renewed by July 1 annually. They may not expire at any time during the upcoming academic year. If a requirement becomes due during the semester, it must be renewed before July 1 annually. Therefore, please resubmit the renewable requirements between May 15 and June 30 annually (except for Flu Vaccine which is due November 1 annually).

MEDICAL CONTRAINDICATIONS

Students with a medical contraindication to any required vaccines must contact the Graduate Internship Coordinator.

FAILURE TO COMPLY

Failure to comply with NIU Nursing Program's clinical requirements may result in an inability to place the student in a clinical setting, thus preventing the student from completing his/her course of study and resulting in the inability to graduate from the Nursing Program.

ADDITIONAL QUESTIONS MAY BE REFERRED TO

Jerri Reynolds
Graduate Internship Coordinator
School of Nursing
Northern Illinois University
815-753-0469
jreynolds3@niu.edu

Michelle Boyle
Chief Clerk, College of Health & Human Sciences
Wirtz Hall 227F
Northern Illinois University
815-753-6041
815-753-8153 (fax)
lboyle5@niu.edu

GUIDELINES FOR STUDENTS IN CLINICAL PRACTICE/EDUCATION SETTINGS

In order to safeguard both students and clients in the clinical practice /education settings, it is imperative that students notify faculty or the preceptor of the following:

- Any recent exposure to a communicable disease, (i.e. chicken pox);
- Any elevated temperature in the 24 hours prior to going into the clinical practice setting;
- Any physical condition that might put themselves or others at risk.* (See Policy on disclosure of HIV status)

The instructor will determine whether the student or client would be at risk if the student participates in internship experiences. If the student has a physical condition that will limit him or her in internship activities for an extended period of time, the student's ability to complete the clinical/educational requirements of the course with reasonable modifications will be assessed on an individual basis.

POLICY ON THE DISCLOSURE OF HIV STATUS

If a student chooses to disclose that they are HIV-positive to their instructor, the Illinois AIDS Confidentiality Act authorizes disclosure to "an agent of a health care facility or health care provider only on a need to know basis." "Need to know" is limited to care that involves handling of a needle or other sharp instrument in a body cavity or poorly visualized confined anatomical site.

HIV testing cannot be required of students without written consent (Ill. AIDS Confidentiality Act, Section 4). An exception to HIV testing and disclosure occur if a patient is involved in accidental direct skin or mucous membrane contact with the blood or bodily fluids of a health care worker which could transmit HIV. If the test is positive the patient must be notified. (Sec. 7(b)), Ill. AIDS Confidentiality Act). Both ANA and AMA policy require testing of a healthcare provider in the above situation.

POLICY ON REFUSAL TO CARE FOR A PATIENT

Nursing care is to be delivered without prejudice. Refusal to participate in the care of a patient is only appropriate on the grounds of either patient advocacy, moral objection to a specific type of intervention, or significant risk to the health of the student.

Students refusing to care for a patient, will state their objections in writing to their clinical faculty member. If the faculty member deems it necessary, a student may be referred to the Standards Committee.

PROFESSIONAL APPEARANCE

Students are required to maintain professional appearance standards during clinical experiences.

Standards:

- Visible tattoos must be concealed, if possible.
- Jewelry and Piercing
 - Jewelry must be limited to one ring and one pair of stud earrings worn in the earlobes.
 - Jewelry must be of a professional style.
 - Jewelry should be non-dangling with earrings no more than ¼ in. diameter and/or length.

- Body jewelry (as it relates to body piercing of the nose, tongue, lips and eyebrows) are not appropriate.
- Hair and beards
 - Hair must be clean and well kept. Long hair should be tied back or protected in direct patient care areas.
 - Extreme, unnatural hair colors (green, fluorescent, orange, red, etc.) are prohibited.
 - Beards and mustaches must be clean and trimmed. Beard coverings may be required in patient care areas.
 - Face may not be obscured by hair or clothing.
- Fingernails
 - Fingernails should be kept neat with nails no more than ¼” in length, no artificial nails. This includes acrylic and gel artificial nails.
 - Nail polish, if worn, must be consistent with a professional, conservative appearance and not be chipped, cracked or peeled.
- Odors
 - Students should present an appearance of cleanliness and should be especially free of odors that may be offensive to patients and others who may have allergies. Colognes and perfumes should not be used.
 - Odors related to poor personal hygiene must be addressed.

Students are required to wear a clean, well-pressed lab coat and professional attire as specified by the clinical experience. Shoes and shoelaces must be clean.

- NIU photo I.D. badge:
 - The photo I.D. badge is provided to you by the School of Nursing
 - Photo I.D. are available in the Nursing Main Office, Room 190.
 - Call 815-753-6557 to schedule an appointment to have your picture taken for your photo I.D. badge or email the request and a picture (shoulders and above) to nursing@niu.edu.
 - The Nursing main office is open between the hours of 8:30 a.m. and 4:30 p.m.
 - Monday-Friday. The office is closed from 12:00 p.m. – 1:00 p.m.
 - Students who lose their photo I.D. badge will be charged a replacement fee.
 - Your NIU photo ID or clinic issued photo ID must be worn at all times during your internship or clinic time.

This is not meant to be an exhaustive list, rather a standard for acceptable attire. Students are expected to present a professional image at all times.

GENERAL INFORMATION

STUDENT SERVICES

There are a variety of student services available and tailored to the needs of graduate students. Detailed information is available online at the Graduate School website and in the Graduate Catalog.

BOOKSTORE

Two bookstores serve the NIU community. The University Bookstore is located on the lower level of the Holmes Student Center. The Village Commons Bookstore is located on Lucinda Avenue at Annie Glidden Road. Required and recommended course materials are available at these locations each semester. You may also order the books online at the Bookstore website: (<https://www.niu.edu/hsc/books-gear/index.shtml>). There are often options to buy used books or to rent books.

REQUIRED COURSE TEXTBOOKS

There is information about the books required for each course on MyNIU. This includes a link to the NIU bookstore.

DRUG INFORMATION SOFTWARE

All students in advanced practice specializations are required to purchase software with current drug information. This needs to be purchased no later than when enrolled in the NURS 605 course (Advanced Pharmacology). Currently, NIU students receive a discount when they purchase Epocrates Plus. Instructions are provided in pertinent courses and on the School of Nursing Organization area on Blackboard.

BULLETIN BOARDS

A variety of information concerning upcoming events, professional meetings, job postings, and announcements can be found on the School of Nursing Organization area on Blackboard and on bulletin boards at various locations in the Nursing building.

COMPUTERS

Each semester, all graduate students are charged a computer fee that cannot be waived.

All graduate students are expected to have a beginning level of computer skills. (a) Most graduate courses use web-based media or group discussions as a means of enhancing teaching-learning strategies. (b) Electronic literature searches and downloading of available abstracts and full-text articles are available through the NIU Founders Memorial Library. (c) In addition, graduate students are responsible for learning how to access and use Blackboard (Bb). Blackboard is the online software program used by the NIU nursing program faculty for teaching with web-based course enhancements or for teaching online or blended/hybrid courses. Students login to Bb using their NIU user name and password at (<https://webcourses.niu.edu/>). "Student Help" is available at the Blackboard site if needed.

Networked personal computers, supporting Microsoft office, electronic mail, and web browser software, are available in the Nursing Building computer lab. To learn how to login to NIU computers, visit the NIU Information Technology website (<https://doit.niu.edu/doit/>).

All students at NIU are required to use their NIU e-mail account for correspondence. The Graduate School, the Nursing Program, and NIU use the e-mail system to send important announcements.

SCHOOL OF NURSING BLACKBOARD ORGANIZATION

Soon after admission and enrollment in graduate nursing courses, students will be given access to the School of Nursing Organization on Blackboard. Announcements and a variety of materials (e.g., internship planning packets, program of study sequence forms, etc.) are posted on the Blackboard Nursing Organization site. The site is also used to send mass e-mail notifications to graduate students.

Occasionally, a student is “missed” and inadvertently not enrolled in this Blackboard Organization. Any student who is not enrolled in the Nursing Organization on Blackboard should notify the Director of Nursing Graduate Studies during the first semester after admission and enrollment in graduate nursing courses.

COPY AND PRINT MACHINES

Printing and copying is available in the computer labs, in the nursing building and across campus using Anywhere Prints. Students will need to have a valid ID with prepaid Huskie Bucks to print or copy. (<http://anywhereprints.niu.edu/doit/services/document/anywhereprints/>)

HEALTH CARE

The University Health Service (UHS) provides primary healthcare to all registered students, full or part time, who have paid on-campus tuition and fees. Students are required to show their current valid NIU photo ID before service is provided. Students may use the Health Service whether or not they are enrolled in the Student Health Insurance program.

The UHS offers hours to meet the scheduling needs of most students. Students may utilize the UHS to fulfill clinical requirements for TB screening and required immunizations and titers.

ID CARDS

All students must obtain an NIU student Photo ID card. The ID name badge **identifies you as an NIU student and must be worn in all internships and for clinical components of other courses**. The Photo I.D. Badge will list your first name, RN, and NIU graduate student. If your badge has been lost or is no longer current (check expiration date on badge) you must secure a replacement badge. Call the main office in the Nursing Building and schedule an appointment to have your photo retaken. The office is open between the hours of 8:30 AM-12 NOON and 1:00 PM - 4 PM. Monday – Friday. You will need two (2) forms of identification; at least one must contain a photo of you (e.g., passport, military ID, driver’s license, state identification).

NIU Photo ID cards (also called One-Cards) are required to check books out of the library to print and copy and to access a variety of NIU services. ID cards can be obtained following the directions listed for the website <https://www.niu.edu/onecard/getting/students/other-students.shtml>. The Photo ID cards should be obtained during your first semester as an admitted graduate student.

LIBRARY

Founders Memorial Library is the main NIU library. NIU Libraries are participants in the I-Share Online Catalog System, a network involving 71 academic institutions throughout Illinois. NIU Libraries provide self-help user's guides available at the information desk and online remote access to NIU Library searches can be made once students have set up their ID and password accounts.

LOUNGE

A student lounge is available for use by all nursing students in the Nursing Building. The lounge has comfortable chairs and sofas to relax between classes. There are vending machines, a microwave, and a refrigerator for student use.

PARKING AT NIU

Nursing students are required to have a University permit to park in the Nursing Building parking lots.

The University parking sticker may be purchased online or at the Parking Division of the University Security Department located at the corner of Normal Road and Lincoln Terrace. These permits are color-coded to correspond to the lots in which they may be used. More information is available online at <https://www.niu.edu/parking/index.shtml>.

SMOKING POLICY

NIU is a smoke-free facility and smoking is not permitted near entrance doors.

WRITING CENTER

Free tutoring is available through the Writing Center for all students. This center provides an opportunity for students to work one-on-one with an experienced writer, specially trained to improve writing skills. Students can walk in but appointments are encouraged. For further information call (815) 753-6636. Additionally, these services are available online at <https://www.niu.edu/writing-center/index.shtml>.

WEB PAGE

Nursing graduate program information is available at the Nursing Program website (<https://www.chhs.niu.edu/nursing/index.shtml>). Each student should access this page regularly to obtain current information and forms required by the Nursing Program.

ADDITIONAL SERVICES

In addition to the above services, there are a number of other offices that may be of interest to you. You may find more information about these and other services through the graduate catalog or by contacting these departments individually.

Service	Location
Child Care	Campus Child Care Center
Student's Legal Assistance Office	Holmes Student Center, 6 th floor
Office of Ombudsperson	Holmes Student Center, Rm 601
Disability Resource Center	Campus Life Building, Suite 180
Office of University Resources for Women	105 Normal Road
Center for Black Studies	Center for Black Studies Building
Center for Latino Studies	515 Garden
Office of Testing Services	Adams, Rm 128

ORGANIZATIONS AND COMMITTEES

The Nursing program offers students the opportunity to take part in a variety of organizations and committees. Graduate students are usually very busy with employment, school and family responsibilities. However, serving on an academic committee may be a valuable experience and is highly encouraged. There are several committees that have graduate students appointed to them as a representative and a spokesperson for student concerns. Such involvement offers students an additional learning experience in leadership and professionalism.

SCHOOL OF NURSING COMMITTEES

Faculty Committees with Student Representation

- ✓ *General Faculty:* This group includes all individuals holding academic appointments and Supportive Professional Staff in the School of Nursing and Health Studies and student representatives. This is the group, which makes the final decisions on policy for the School. There is also a general faculty group which makes decisions just for the nursing programs. Both meet on Monday mornings two or three times each semester.
- ✓ *Curriculum and Evaluation Committee:* This committee includes two student members - one undergraduate and one graduate student. The committee coordinates the implementation of the Nursing program curriculum and all evaluations of the programs. The group reviews courses and changes in the curriculum, etc. They ensure that planned evaluations of the program are conducted, review the results, and make recommendations to the faculty. This group typically meets on Mondays once or twice each month.
- ✓ *Standards Committee:* This committee includes one undergraduate and one graduate student member. The committee develops and evaluates policies and criteria for admission and for retention in the nursing programs. They also work with awarding of scholarships and develop the student handbooks. Meetings are scheduled as needed but typically occur on Mondays approximately once each month.
- ✓ *Research Committee:* This committee includes 1 to 3 graduate or undergraduate student representatives. The purpose of this committee is to promote Nursing research activities of faculty and students and serve as a liaison with state, national and global research organizations. They meet at least one time each semester and as needed to accomplish their tasks.

SIGMA THETA TAU INTERNATIONAL, BETA OMEGA CHAPTER

Sigma Theta Tau is the International Honor Society of Nursing. Membership in the organization is an honor conferred on students in undergraduate and graduate programs who have demonstrated excellence in their nursing programs.

Membership is available by invitation through active chapters and assumes acceptance of the purposes of the society and the responsibility to participate in achieving its goals. Graduate students are required to have completed 1/4 of the program of study and to have achieved a 3.5 GPA on a four-point scale or its equivalent.

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people.

POLICY STATEMENT FOR STUDENT FEES

There are additional fees charged to students taking courses in the Nursing Program.

Course-related fees are charged to help cover extra costs involved in producing certain courses (e.g. lab materials, supplies, models).

Off-campus course delivery fees are charged for online courses.

GRADUATE ASSISTANTSHIPS

Graduate research assistantships and graduate teaching assistantships are available to admitted students. Assistantships are normally awarded to begin in the fall semester but depending on openings may begin spring semester. A graduate teaching assistant assists a faculty member with supervision of undergraduate students either in the simulation lab, or in their initial clinical. A graduate research assistant works with a faculty member in research activities (literature searches, data gathering, data input, etc.).

Graduate assistants receive full tuition waiver and a monthly stipend. Student fees are the responsibility of the individual student. A teaching assistant has the opportunity to enroll in NURS 631 (Practicum in Nursing Education). A research assistant may enroll in NURS 632 (Practicum in Nursing Research). This enables the student to receive credit for the experience which then appears on the official transcript. These courses, however, do not apply toward the Master's Degree program of study. A graduate assistantship provides valuable experiences that augment the graduate education.

Sometimes Graduate Assistantship and Tuition Waivers are taxable. Refer to the Human Resource Services FAQ, or contact that office for specific information:

<https://www.niu.edu/grad/funding/assistantships.shtml> or 815-753-6000.

SCHOLARSHIPS

The Nursing program is generously supported by alumni and other donors through scholarships as well as other types of support. An announcement for scholarship applications will be posted on the School of Nursing Blackboard Organization page.

REGISTRATION FOR A NATIONAL CERTIFICATION EXAMINATION

Certification Application Procedure

AANP Instructions: For information on application procedures for the AANP examinations click on “certify” on their website www.aanpcertification.org. Review and follow the guidelines in the examination handbook, application process information and FAQ.

ANCC Instructions: Here are the steps you must complete if you are taking the certification exam through the ANCC <http://www.nursecredentialing.org/Certification>:

- Read through the entire “General Testing and Renewal Handbook” on the ANCC website
- Complete and submit the current application form for your specialty to ANCC; this may be mailed or submitted electronically
- Complete the applicant’s portion on the following two forms and submit to the School of Nursing Office Manager Diane Rich (drich@niu.edu) in Room 190 at the School of Nursing.
 - Validation of Education form
 - Verification of Certification form-will need to request two verifications one for NIU and the other for the State of Illinois. The first verification request is free and the second costs \$40.
- The School of Nursing cannot complete the Validation of Education form if it is not accompanied by the Verification of Certification form and a \$40 payment to ANCC. Payment may be made to ANCC via check or credit card. The process is expedited when using a credit card.
- The Graduate School at NIU will need to validate and post the degree before the Department Chair signs the Validation of Education form.
- In addition to completion of the application, you will need to submit copies of your official NIU transcript after your program is completed and recorded. Transcript requests should be done through the Registration and Records Department at NIU
<http://www.reg.niu.edu/regrec/transcripts/requesttranscripts.shtml>

You must be enrolled in the appropriate nursing specialization according to the Graduate School in order to obtain a transcript with accurate specialization information on it.

Check in MyNIU to ensure that your specialization is listed correctly. If it is not listed correctly, submit a request to change your specialization via the Graduate School website. Refer to the procedure for “Change of Specialization” in this Handbook.

Licensure

Once you have successfully passed the certification examination, you may apply to the Illinois Department of Financial and Professional Regulation for licensure as an Advanced Practice Nurse. This process may take up to ten weeks.

How to Become Nationally Certified as a Nurse Educator

Students in the Nursing Education Specialization may be eligible to take the Certified Nurse Educator examination offered by the National League for Nursing (NLN) after completion of the program of specialization and after full-time employment as a nurse educator. Additional information is available at the NLN website, <http://www.nln.org>.

PURPOSE AND GOALS OF NORTHERN ILLINOIS UNIVERSITY'S MASTER OF SCIENCE (MS) IN NURSING PROGRAM

Title: Northern Illinois University Master of Science (MS) in Nursing

Purpose: The purpose of NIU's Master of Science (MS) in Nursing program is to prepare students with broad knowledge and practice expertise in advanced practice nursing and nursing education. The Master's prepared nurse from NIU is able to effectively integrate nursing and related sciences in the delivery of healthcare to promote health and well-being to diverse populations. The Master's prepared nurse from NIU implements ethical, evidence-based healthcare using technology, collaboration, and leadership skills within an interprofessional team. Our core values are commitment, responsiveness, integrity, and social justice.

Program Goals:

1. Build on the knowledge and skills of Baccalaureate-prepared nurses to provide ethical, evidence-based practice at a Master's level.
2. Prepare students to promote health and well-being of patients, aggregates, and populations through the use of technology, collaboration, leadership, and service.
3. Foster life-long learning.

Approved NURS: 12/2/2013

NORTHERN ILLINOIS UNIVERSITY MASTER OF SCIENCE IN NURSING CONCEPTUAL FRAMEWORK

Introduction

The NIU Master of Science (MS) in Nursing was developed to exemplify components of direct care roles at the graduate level. The Conceptual Model is based upon the *Essentials of Master's Education in Nursing* (American Association of Colleges of Nursing (AACN), 2011) and the core values of the NIU Nursing Program: commitment; responsiveness; integrity; and social justice. The Model is the framework that describes and guides the MS in Nursing program at NIU.

Northern Illinois University Master's Degree in Nursing Conceptual Framework

The NIU MS in Nursing Model (see Figure 1) was developed in 2013. The Model defines the nine Essentials for Master of Science in Nursing education that comprise Master's level nursing practice:

1. Underpinnings from the sciences and humanities
2. Organizational and systems leadership
3. Clinical scholarship for evidence-based practice
4. Informatics and healthcare technology
5. Health care policy and advocacy
6. Interprofessional collaboration
7. Quality improvement and safety
8. Prevention and population health

These eight Essentials contribute to the ninth Essential, to build knowledge, skills, and attitudes for master's level nursing practice. Each Essential is fluid and capable of change over time in response to the needs of the profession and population served. The Essentials do not function exclusively; rather all influence and are influenced by the current healthcare environment.

- ✓ All students in the MS in Nursing program complete the core curriculum. Following foundational courses as outlined in the *Essentials of Master's Education In Nursing* (AACN, 2011), and in keeping with program standards by the Commission on Collegiate Nursing Education (CCNE) (CCNE, 2013), the student proceeds to role development as an Advanced Practice Nurse (Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Adult-Gerontology Clinical Nurse Specialist) or Nurse Educator.
- ✓ The Family Nurse Practitioner curriculum is based on the *Core Nurse Practitioner Competencies*: 1) scientific foundation competencies; 2) leadership competencies; 3) quality competencies; 4) practice inquiry competencies; 5) technology and information literacy competencies; 6) policy competencies; 7) health delivery system competencies; and 8) ethics competencies (The National Organization of Nurse Practitioner Faculties, 2012).
- ✓ Adult-Gerontology Primary Care Nurse Practitioner curriculum is based on *Adult-Gerontology Primary Care Nurse Practitioner Competencies*: 1) health promotion, health protection, disease prevention, and treatment; 2) nurse practitioner-patient relationship; 3) teaching-coaching function; 3) professional role; 4) managing and negotiating healthcare delivery teams; 5) monitoring and ensuring the quality of health care practice; and 7) cultural and spiritual competence (American Association of Colleges of Nursing, 2010).
- ✓ The Adult-Gerontology Clinical Nurse Specialist curriculum is based on the *Adult-Gerontology Clinical Nurse Specialist Competencies*: 1) direct care competency; 2) consultation competency; 3) systems leadership competency; 4) collaboration competency; 5) coaching competency; 6) researcher competency; and 7) ethical decision-making, moral agency, and advocacy (American Association of Colleges of Nursing, 2010).
- ✓ The curriculum of the Nurse Educator specialization is based on the *Core Competencies of Nurse Educators*. The Master's prepared Nurse Educator will: 1) facilitate learning; 2) facilitate learner development and socialization; 3) use assessment and evaluation strategies; 4) participate in curriculum design and evaluation of program outcomes; 5) function as a change agent and leader; 6) pursue continuous quality improvement in the nurse educator role; and 7) engage in scholarship (National League for Nursing, 2005).

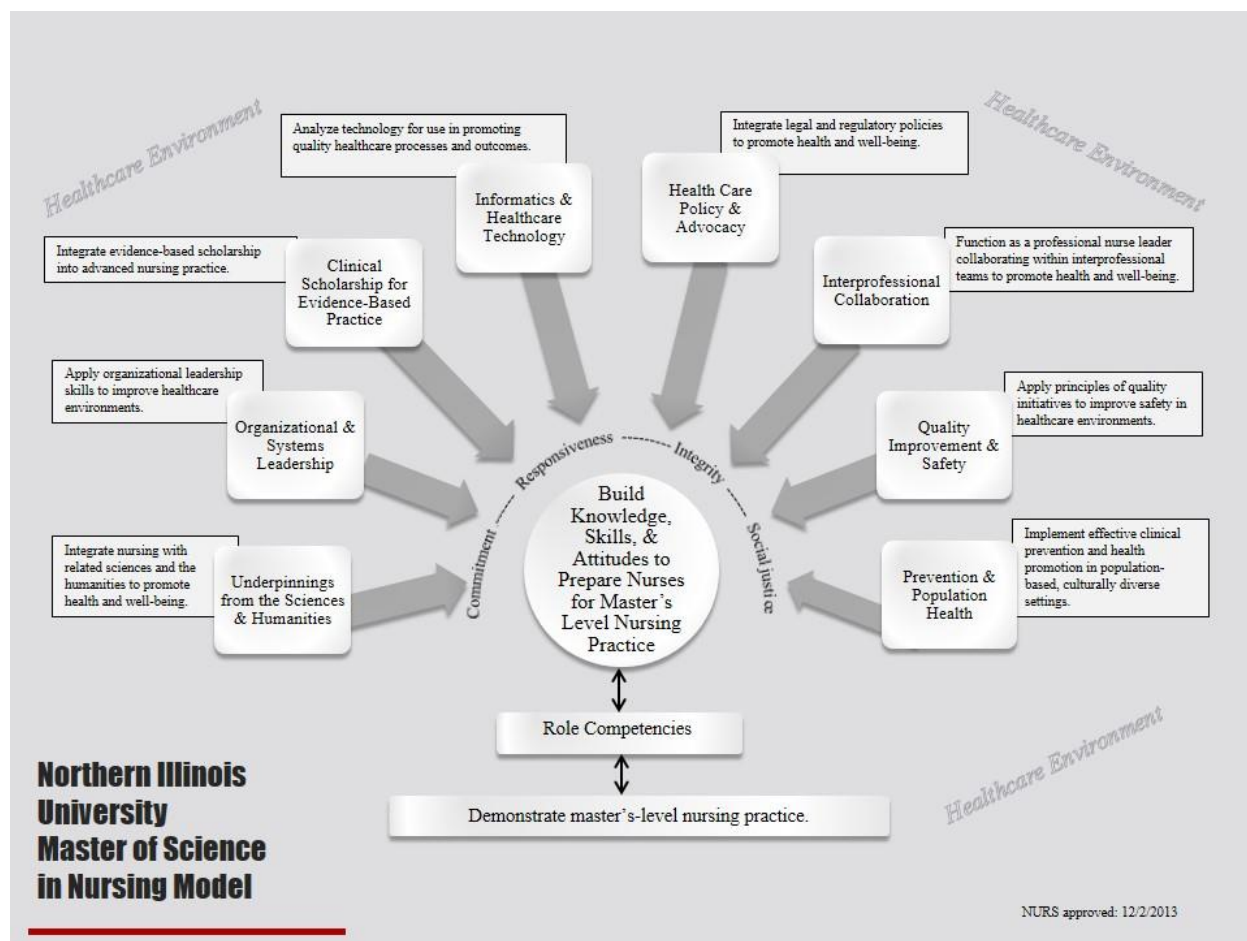
References

- American Association of Colleges of Nursing (March 21, 2011). *The Essentials of Master's Education in Nursing*. Retrieved from <http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf>
- American Association of Colleges of Nursing (March, 2010). *Adult-Gerontology Clinical Nurse Specialist Competencies*. Retrieved from <http://www.aacn.nche.edu/geriatric-nursing/adultgerocnscomp.pdf>
- American Association of Colleges of Nursing (March, 2010). *Adult-Gerontology Primary Care Nurse Practitioner Competencies*. Retrieved from <http://www.aacn.nche.edu/geriatric-nursing/adultgeroprimcareNPcomp.pdf>
- Commission on Collegiate Nursing Education (2013). *Standards for accreditation of baccalaureate and Graduate Nursing Programs*. Retrieved from <http://www.aacn.nche.edu/ccne-accreditation/Standards-Amended-2013.pdf>
- National League for Nursing (2005). *Core Competencies of Nurse Educators*. Retrieved from <http://www.nln.org/profdev/corecompetencies.pdf>

The National Organization of Nurse Practitioner Faculties (2012). *Nurse Practitioner Core Competencies*. Retrieved from <http://c.ymcdn.com/sites/www.nonpf.com/resource/resmgr/imported/NPCoreCompetenciesFinal2012.pdf>

NURS Approved 12.2.2013

NORTHERN ILLINOIS UNIVERSITY MASTER OF SCIENCE IN NURSING MODEL



MASTER OF SCIENCE (M.S.) IN NURSING STUDENT LEARNING OUTCOMES

1. Integrate nursing with related sciences and the humanities to promote health and well-being. (Essential I)
2. Apply organizational leadership skills to improve healthcare environments. (Essential II)
3. Apply principles of quality initiatives to improve safety in healthcare environments. (Essential III)
4. Integrate evidence-based scholarship into advanced nursing practice. (Essential IV)
5. Analyze technology to promote quality healthcare processes and outcomes. (Essential V)

6. Integrate legal and regulatory policies to promote health and well-being. (Essential VI)
7. Function as a professional nurse leader collaborating within interprofessional teams to promote health and well-being. (Essential VII)
8. Implement effective clinical prevention and health promotion in population-based, culturally diverse settings. (Essential VIII)
9. Demonstrate master's-level nursing practice. (Essential IX)

Approved by NURS 12/2/13

MASTER OF SCIENCE DEGREE IN NURSING

The Nursing Program offers a program of graduate studies leading to the Master of Science (MS) degree with a major in nursing that is fully accredited by the Commission on Collegiate Nursing Education (CCNE). Graduates are prepared for an advanced nursing role in a selected field of clinical study as either a nurse practitioner, clinical nurse specialist, or nurse educator. Graduates are eligible to sit for national examinations for certification as a family nurse practitioner, an adult-gerontology primary care nurse practitioner, or an adult-gerontology clinical nurse specialist.

Students may pursue the master's degree in nursing on either a full-time or part-time basis. Those who wish to maintain full-time status might need to take additional courses to ensure a full-time course load as defined by the Graduate School (i.e., 9 - 12 credits of graduate course work).

The graduate student plans a sequence of courses in their program of study in consultation with an assigned graduate adviser. Per Graduate School policy, all courses in the program of study must be completed within six years from the time the first course was taken. The nursing program policy is that each student may **transfer a maximum of 6 semester hours of credit** from another college or university after admittance to a program of study; the student's six year clock begins whenever the transfer course was originally taken.

All graduate students must have access to a computer and possess a basic proficiency in the use of computers. Internet access is also required since nursing courses are either online or web-enhanced. The ability to communicate with faculty using e-mail is an expectation. All graduate students must use their NIU e-mail address. E-mails should not be forwarded to personal e-mail addresses since mass mailings from the University/program may be blocked and identified as "spam." Additionally, students must have access to a word processing program, PowerPoint, and Excel software.

Revised 7/29/16

PROGRAM REQUIREMENTS

Core Courses - Required for ALL Nursing M.S. Students (26)

- NURS 601 Master's Level Nursing Practice (2)
- ETR 521 Educational Statistics I (3)
- OR PHHE 605 Biostatistics in Public Health (3)
- OR BIOS 670 Biostatistical Analysis (3)
- NURS 602 Advanced Pathophysiology across the Lifespan (3)
- NURS 604 Advanced Evidence-Based Practice in Nursing (3)
- NURS 605 Advanced Pharmacology across the Lifespan (3)
- NURS 606 Advanced Physical Assessment across the Lifespan (2)
- NURS 607 Lab: Advanced Physical Assessment (1)
- NURS 701 Advanced Nursing Leadership (3)

NURS 704 Clinical Prevention in Advanced Nursing (3)
NURS 706 Informatics for Evidence-Based Practice (3)

One of the following tracks or specializations (15-24)

Advanced Practice Nursing (APN) Core Courses – Required for all APN Students (5)

NURS 608 Diagnostic Reasoning (2)
NURS 650 Primary Care: Women across the Lifespan (1)
Two of the following courses (1 total):
NURS 681 X-ray Interpretation (0.5)
 OR NURS 682 Suturing (0.5)
 OR NURS 684 Electrocardiogram Interpretation (0.5)
 OR NURS 685 Orthopedics and Office Procedures (0.5)
 OR NURS 686 Billing and Coding Processes (0.5)
NURS 698 Capstone: Program Synthesis (1)

Family Nurse Practitioner Track (19)

NURS 651 Primary Care: Infant, Child, and Adolescent (3)
NURS 652 Primary Care: Adults across the Lifespan (3)
NURS 654 Primary Care: Women during Reproduction (1)
NURS 653 Internship: Infant, Child, and Adolescent (4)
NURS 663 Internship: Women across the Lifespan (4)
NURS 673 Internship: Adults across the Lifespan (4)

Specialization in Nursing Education (15)

NURS 621 Foundations in Nursing Education I (3)
NURS 622 Foundations in Nursing Education II (4)
NURS 603 Education Practicum: Direct Care (2)
NURS 623 Education Practicum: Classroom Setting (3)
NURS 633 Education Practicum: Clinical Setting (2)
NURS 698 Capstone: Program Synthesis (1)

The current online *NIU Graduate Catalog* lists the currently required courses with their pre- and co-requisite courses as well as policies related to graduate students at NIU.

Revised 8/7/17

DOCTOR OF NURSING PRACTICE: PURPOSE, GOALS AND OUTCOMES

Title: Northern Illinois University Doctor of Nursing Practice (DNP)

Purpose: The DNP will prepare graduates in advanced nursing roles to lead and foster innovative, evidence-based practice initiatives that impact quality improvements and health outcomes in healthcare systems. Nurses prepared for practice in an advanced nursing role will build on their clinical expertise to assume leadership roles that promote the aforementioned innovations.

Program Goals:

1. Prepare experts for specialized advanced nursing practice at the doctoral level.
2. Develop nurse leaders with advanced competencies to appraise and translate evidence into innovative practice.

Student Outcomes:

Degree recipients will be able to:

1. Integrate nursing science with ethical, biophysical, psychosocial, analytical, organizational, and informational sciences to create advanced nursing practices and new approaches to care delivery.
2. Formulate healthcare system practice initiatives that improve health outcomes and ensure patient safety through integration of systems analysis, collaboration, and leadership.
3. Create best practices based on appraisal, translation, and evaluation of evidence.
4. Appraise healthcare information systems and patient care technology to improve patient outcomes and safety.
5. Design ethically justified and culturally sensitive healthcare policies for diverse populations through advocacy, engagement, and collaboration.
6. Integrate consultative, collaborative and leadership skills as a member of intra- and inter-professional teams to improve health outcomes.
7. Maximize clinical prevention and population health practices to improve the health outcomes of individuals, aggregates and populations
8. Improve client health outcomes by integrating advanced level knowledge and clinical judgment, systems thinking, and accountability in an advanced nursing role.

NORTHERN ILLINOIS UNIVERSITY DOCTOR OF NURSING PRACTICE CONCEPTUAL FRAMEWORK

Curricular Model

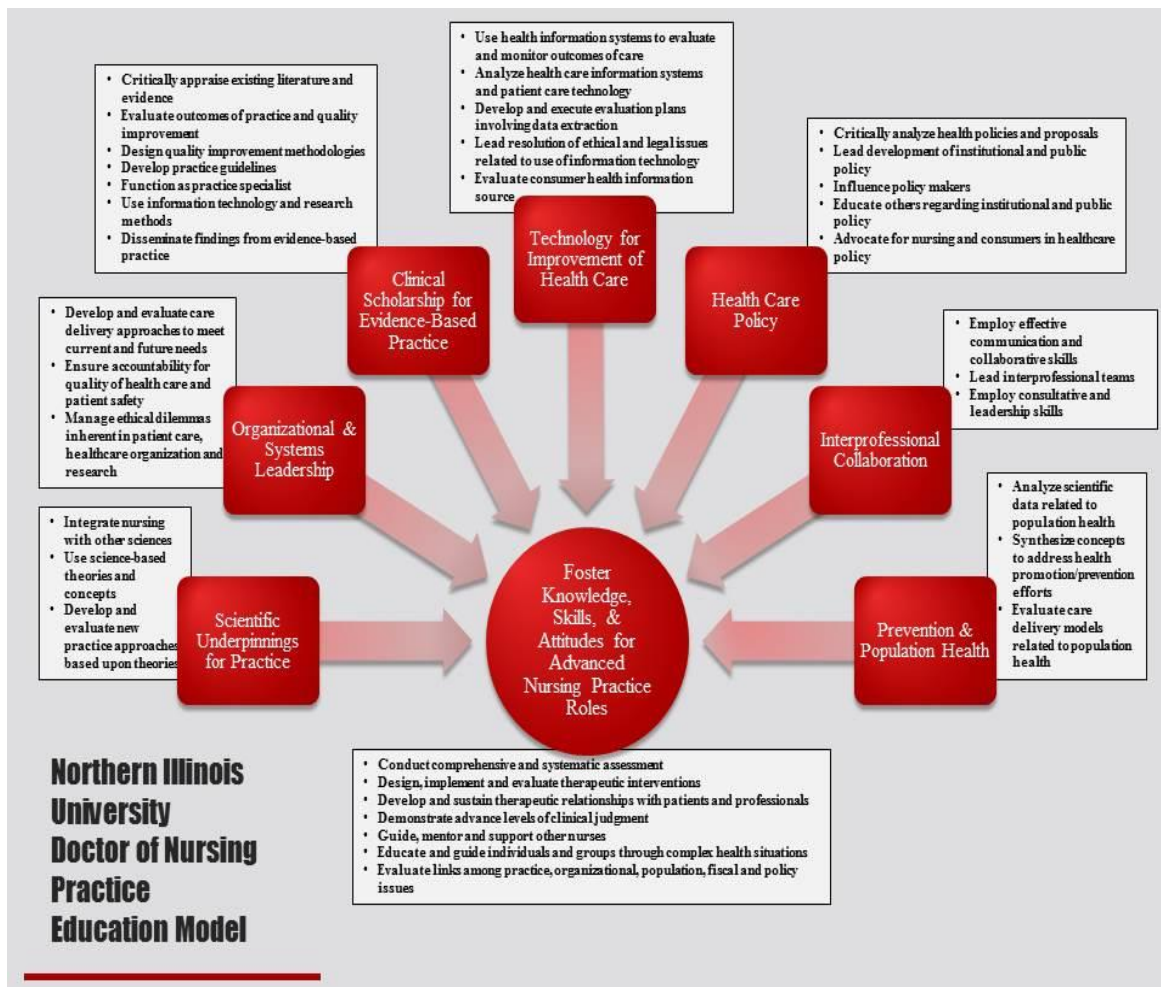
The *Northern Illinois University Doctor of Nursing Practice Education Model* was developed to exemplify components of advanced nursing roles. The Model is based upon the *Essentials of Doctoral Education for Advanced Nursing Practice* by the American Association of Colleges of Nursing (2006) and is described in the following diagram. At the center of the Model is the program's goal: to foster knowledge, skills, and attitudes of students to be providers, designers, managers, and coordinators of health care in advanced nursing roles.

The Northern Illinois University Doctor of Nursing Practice Education Model has Eight Essentials for DNP education that comprises advanced nursing practice roles. The first seven Essentials are:

1. Scientific underpinnings for practice;
2. Organizational and systems leadership;
3. Clinical scholarship for evidence-based practice;
4. Technology for improvement of health care;
5. Healthcare policy;
6. Interprofessional collaboration; and
7. Prevention and population health.

These seven Essential components contribute to the eighth Essential represented as the goal of D.N.P. education at the center of the Model: To foster knowledge, skills, and attitudes for advanced nursing practice roles. These Essentials are not mutually exclusive; some aspects of advanced nursing practice may fall within the bounds of more than one Essential. The focus of each Essential is fluid and capable of change over time in response to new needs and challenges of the profession and the population served.

NORTHERN ILLINOIS UNIVERSITY DOCTOR OF NURSING PRACTICE EDUCATION MODEL



DOCTOR OF NURSING PRACTICE REQUIREMENTS

The Nursing program offers a program of graduate studies leading to the Doctor of Nursing Practice (DNP) degree. Graduates are prepared for an advanced nursing role in a selected field of clinical study. Post-Bachelor's DNP students are eligible to sit for the national examination to obtain certification as a Family Nurse Practitioner. Post-Master's students must have current licensure without encumbrances as an Advanced Practice Nurse in one of 4 roles: Clinical Nurse Specialist, Nurse Practitioner, Registered Nurse Anesthetist or Nurse Midwife.

Students may pursue their degree in nursing on either a full-time or part-time basis. Those who wish to maintain full-time status might need to take additional courses to ensure a full-time course load as defined by the Graduate School (i.e., 9 - 12 credits of graduate course work). An undergraduate research methods course is required prior to enrollment in NURS 604. An introductory health assessment course must be taken prior to enrolling in NURS 606 and NURS 607.

The graduate student plans a sequence of courses in their program of study in consultation with the Graduate Nursing Advisor. Per Graduate School policy, all courses in the doctoral program of study must be completed within ten years from the time the first course was taken. The nursing program policy is that each student may transfer a maximum of 6 semester hours of credit from another college or university after admittance to a program of study; the student's ten-year clock begins whenever the transfer course was originally taken.

All graduate students must have access to a computer and possess a basic proficiency in the use of computers. Internet access is also required since nursing courses are either online or web-enhanced. The ability to communicate with faculty using e-mail is an expectation. All graduate students must use their NIU e-mail address. E-mails should not be forwarded to personal e-mail addresses since mass mailings from the University/program may be blocked and identified as "spam." Additionally, students must have access to a word processing program, PowerPoint, and Excel software.

Program Requirements

Core Courses (26) - for Post-Baccalaureate DNP Students

NURS 601 Graduate Level Nursing Practice (2)

ETR 521 Educational Statistics I (3)

OR PHHE 605 Biostatistics in Public Health (3)

OR BIOS 670 Biostatistical Analysis (3)

NURS 602 Advanced Pathophysiology across the Lifespan (3)

NURS 604 Advanced Evidence-Based Practice in Nursing (3)

NURS 605 Advanced Pharmacology across the Lifespan (3)

NURS 606 Advanced Physical Assessment across the Lifespan (2)

NURS 607 Lab: Advanced Physical Assessment (1)

NURS 701 Advanced Nursing Leadership (3)

NURS 704 Clinical Prevention in Advanced Nursing (3)

NURS 706 Informatics for Evidence-Based Practice (3)

Advanced Practice Nursing (APN) Core Courses – Required for all APN Students (5)

NURS 608 Diagnostic Reasoning (2)

NURS 650 Primary Care: Women across the Lifespan (1)

Two of the following courses (1 total):

NURS 681 X-ray Interpretation (0.5)

NURS 682 Suturing (0.5)

NURS 684 Electrocardiogram Interpretation (0.5)
NURS 685 Orthopedics and Office Procedures (0.5)
NURS 686 Billing and Coding Processes (0.5)

Family Nurse Practitioner Track (19)

NURS 651 Primary Care: Infant, Child, and Adolescent (3)
NURS 652 Primary Care: Adults across the Lifespan (3)
NURS 654 Primary Care: Women during Reproduction (1)
NURS 653 Internship: Infant, Child, and Adolescent (4)
NURS 663 Internship: Women across the Lifespan (4)
NURS 673 Internship: Adults across the Lifespan (4)

Course Requirements for Post-Baccalaureate and Post-Masters DNP Students

All students are required to complete the DNP degree leadership component, which is a minimum of 35 semester hours of graduate course work at NIU, beyond the graduate credits earned toward a master's degree. The DNP leadership component courses will be offered on a part-time basis for six semesters over three years.

DNP Leadership Component Courses (35)

Core Courses (20)

UHHS 740 - Data Analysis in the Health Sciences (3)
NURS 701 - Advanced Nursing Leadership (3)
NURS 702 - DNP Research: Evidence-Based Practice Methods (3)
NURS 704 - Clinical Prevention in Advanced Nursing (3)
NURS 705 - Advanced Nursing Ethics (2)
NURS 706 - Informatics for Evidence-Based Practice (3)
Cognate/Elective (3)

DNP Project Courses (15)

NURS 710 - DNP Project I: Seminar (3)
NURS 713 - DNP Project I: Practicum (2-3)
NURS 720 - DNP Project II: Seminar (3)
NURS 723 - DNP Project II: Practicum (2-3)
NURS 730 - DNP Project III: Seminar (3)
NURS 733 - DNP Project III: Practicum (2-3)

The current online *NIU Graduate Catalog* lists the currently required courses with their pre- and co-requisite courses as well as policies related to graduate students at NIU.

Sequence of course forms for each specialization can be found at the Nursing Program website.

DNP PROJECT POLICIES

for BS to DNP & MS to DNP tracks

DNP Project

Doctor of Nursing Practice (DNP) students must complete a DNP Project. The DNP Project should have a healthcare outcome focus that includes evaluation or implementation of policy, services, or practice innovation at the program, organizational, regional, or national level. This project should demonstrate sustainability and act as a foundation for future nursing practice. The DNP Project provides the student

with the ability to independently lead a practice change project and demonstrate competencies pertaining to advanced leadership and translation of evidence into practice. These competencies include thorough investigation of health care issues, scholarship synthesis, and implementation of change. The DNP Project provides evidence and synthesis of student learning outcomes (SLOs) while contributing to the improvement of advanced clinical practice. Examples of DNP Projects are available at [The National Organization of Nurse Practitioner Faculties \(NONPF\)](#) and [Doctor of Nursing Practice](#).

The focus of the selected project should be relevant to a current or emerging healthcare issue and be within the scope of practice for a DNP-prepared professional. The DNP Project provides the foundation for future DNP level leadership and scholarship in practice, translating evidence into practice improvements and improving outcomes of care.

The DNP project is formulated, implemented, and evaluated through a combination of six seminar and practicum courses. **A minimum of 576 total hours (192 hours per semester) will be allocated to the scholarly project practicum experiences.** The DNP Project courses are designed to help students assimilate and synthesize knowledge for advanced nursing practice at a high level of complexity.

At the time of application and admission to the NIU DNP program, the student should have identified an area of clinical interest. Students will choose an individual project to be approved by their assigned course faculty and DNP Project Chair. As the DNP student progresses through their didactic and practicum courses, the student will collaborate with their project team in order to develop their evidenced based scholarly project and create a single comprehensive paper suitable for publishing and a public oral poster presentation.

Further details and information regarding the DNP Project are provided in the NIU *DNP Project and Practicum Planning Packet*. Here the student will find the materials necessary for establishing and securing a practicum site, preceptor, and DNP Project team.

PROJECT AND PRACTICUM PLANNING

Students should begin planning their project and practicum experience with the DNP Academic Counselor early in the DNP coursework. All practicum experiences are highly individualized and adequate advance planning ensures that students have met all prerequisites and are ready to obtain the fullest benefit from the experience. The *DNP Project and Planning Packet* is available on the nursing website as well as in the NURS Blackboard Organization. These documents contain detailed guidelines for planning project and practicum experiences. Students are advised to read the document thoroughly and begin planning early in their program of study.

The DNP Academic Counselor will assist DNP students in securing the practicum site and their preceptor. The placement process will require that the student adhere to any deadlines that are applicable and communicate with the DNP Academic Counselor as directed. All DNP preceptors and sites must be approved by the DNP Academic Counselor prior to completing paperwork for the project and practicum experiences.

PROCEDURES FOR SITE AND PRECEPTOR APPLICATION

The student is responsible for identifying an appropriate location and preceptor for the DNP project and practicum experiences. The following are the guidelines for establishing and securing the practicum experience.

Practicum Application

The student will complete the practicum application found in the *DNP Project and Planning Packet*. The student will submit the application to the Graduate Internship Coordinator as instructed below:

1. The semester prior to beginning the DNP Project and practicum experiences (NURS 710 & NURS 713), the DNP student will submit the practicum application to the DNP Academic Counselor with the name and contact information for their selected DNP preceptor and site. Deadlines for contacting the DNP Academic Counselor with this can be found in the *DNP Project and Planning Packet*. If the student fails to contact the DNP Academic Counselor via email during this time frame, the student will be required to re-track the practicum experience on an availability basis.
2. The DNP Academic Counselor must be notified immediately by the student, for any changes to their practicum. The student must then meet with their graduate advisor to revise and approve a new plan of study and sequence of courses.
3. Once the DNP Academic Counselor approves and confirms the student's DNP preceptor and site, the student will be assigned their DNP Project Chair. The student must contact their DNP Project Chair by the deadlines found in the *DNP Project and Planning Packet*. Approval of the student's final practicum materials is made by the student's DNP Project Chair and is necessary prior to the student's enrollment in the DNP Project and practicum experiences.

Preparation the Semester Before Beginning the DNP Project and Practicum

The student must plan meet with their DNP Project Chair (assigned by the DNP Academic Counselor) to review practicum documents. This may be done on campus or virtually as agreed upon by the student and their DNP Project Chair. The DNP Academic Counselor will provide instructions for registering in the appropriate section. To help prepare for the project and practicum planning conference with your DNP Project Chair, the student should review the *DNP Project and Practicum Planning Packet*.

- ✓ Published deadlines related to the practicum will be strictly observed. **Failure to adhere to these deadlines and guidelines could result in the cancellation of enrollment in your practicum.**