

# KEISER UNIVERSITY



## Graduate Nursing Program Policy and Procedure Manual

## **INTRODUCTION**

This manual is written by a committee of Graduate Nursing Program Chairs and Faculty to distinguish processes and policies for the program, which vary from the Graduate Academic Policies and Procedures or as a supplement to the Graduate Academic Policies and Procedures. As additional policies are promulgated, updates to this document are supplied to University personnel.

All forms referred to in this manual are available for download and printing on the Keiser University Academic Portal.

## TABLE OF CONTENTS

<b>POLICY</b>	<b>POLICY NUMBER</b>	<b>PAGE</b>
<b>Graduate Nursing Professional Accreditation</b>	<b>1</b>	<b>4</b>
<b>Admission Requirements</b>	<b>2</b>	<b>5</b>
<b>Student Orientation</b>	<b>3</b>	<b>7</b>
<b>Standards of Appearance</b>	<b>4</b>	<b>8</b>
<b>Student Health &amp; Wellness</b>	<b>5</b>	<b>10</b>
<b>Drug Screening</b>	<b>6</b>	<b>12</b>
<b>Student Advisement</b>	<b>7</b>	<b>13</b>
<b>Student Clinical Practice Rotations</b>	<b>8</b>	<b>15</b>
<b>Student Retention</b>	<b>9</b>	<b>17</b>
<b>Degree Completion Requirements</b>	<b>10</b>	<b>18</b>
<b>Program Chair Role and Responsibilities</b>	<b>11</b>	<b>20</b>
<b>New Faculty Orientation</b>	<b>12</b>	<b>21</b>
<b>Faculty Role and Responsibilities</b>	<b>13</b>	<b>22</b>
<b>Faculty Retention</b>	<b>14</b>	<b>24</b>
<b>Course Management</b>	<b>15</b>	<b>26</b>
<b>Curriculum Committee</b>	<b>16</b>	<b>27</b>
<b>Policy and Procedure Development and Revision Committee</b>	<b>17</b>	<b>29</b>

<b>Graduate Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>1</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Graduate Nursing Program Professional Accreditation</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Keiser University graduate nursing programs are accredited in accordance with the procedures described herein.

**PROCEDURES**

Keiser University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and degrees at the associate, baccalaureate, masters, and doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Keiser University.

Keiser University’s Graduate Nursing Programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791, [www.aacn.nche.edu](http://www.aacn.nche.edu).

<b>Graduate Nursing Program</b>		<b>Policy Number</b>	<b>2</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Admission Requirements</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Students are accepted to graduate nursing programs in accordance with the procedures described herein pertaining to Master of Science, Master of Science Family Nurse Practitioner, and Doctor of Nursing Practice programs.

**PROCEDURES**

**RECRUITMENT FOR THE MASTER OF SCIENCE IN NURSING PROGRAM**

**Admission requirements**

- Baccalaureate degree in nursing from an accredited college or university with a GPA of 2.7 or higher
- Active and unrestricted Professional Registered Nurse license
- Submission of a completed Graduate School Application
- Completion of a bachelor’s degree in nursing included with the completed Graduate School Application
- A one-page personal statement describing intent to pursue and complete the Master’s Degree in Nursing program
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor’s degree in nursing from an accredited college or university within the first semester of enrollment
- Three letters of recommendation with at least two from health care professionals
  - Electronic link: <http://www.keiseruniversity.edu/reference.php>
  - Hard copy link: <http://www.keiseruniversity.edu/downloads/KU-GS-Recommendation-Letters.pdf>
- Current resume indicating education and complete work history

**RECRUITMENT FOR THE MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER PROGRAM**

**Admission Requirements:**

- Baccalaureate degree in nursing from an accredited college or university with a GPA of 3.2 or higher

- Proof of active and unrestricted Professional Registered Nurse licensure
- Three letters of recommendation from health care professionals including at least one from faculty in a previous nursing program
- Current formal resume with complete education and nursing employment histories
- Successful background check and drug screening
- Failure to provide documentation of test scores or to achieve the 3.0 grade point average required at the end of the first semester may lead to suspension or dismissal from the University.
  - Electronic link: <http://www.keiseruniversity.edu/reference.php>
  - Hard copy link: <http://www.keiseruniversity.edu/downloads/KU-GS-Recommendation-Letters.pdf>
- Current resume indicating education and complete work history

## **RECRUITMENT FOR THE DNP PROGRAM**

### **Admission Requirements**

- Master's degree in nursing from a regionally or nationally accredited university
- Minimum nursing graduate level GPA of 3.2 or higher
- Active unrestricted registered nurse or advanced practice nursing license
- Required documents for admission are as follows:
- Submission of a completed Graduate School Application
- Submission of an unofficial transcript showing successful completion of a Master's degree in nursing from a regionally or nationally accredited university
- Minimum GRE composite score of 295 (or 1350 for tests taken before August 1, 2011).
- Requirement for GRE score may be waived for students who meet any one of the following:
  - Graduate degree from a regionally or nationally accredited institution
  - Completion of the first semester of enrollment with a minimum grade average of 3.0.

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>3</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Student Orientation</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Students are oriented to respective graduate nursing programs in accordance with the procedures described herein.

**PROCEDURE**

Students receive General Orientation to Keiser University prior to starting the first general education course.

- At the time of General Orientation, students are introduced to the Program Chair/Designee.
- The Program Chair or designee maintains contact with students periodically as needed to ensure that they are progressing and engaged early in their education.

<b>Graduate Nursing Program</b>		<b>Policy Number</b>	<b>4</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Standards of Appearance</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

To ensure students' grooming, hygiene and attire are in accordance with basic principles of safety and infection control and appearance is consistent and representative of the nursing profession, students will adhere to the certain standards of appearance described herein. These standards apply to the student's appearance in classroom, skills laboratory, clinical and community settings.

Students are expected to wear professional business attire when attending general education courses. Keiser University laboratory coats with name badges must be worn, and as indicated above, when students are present in the clinical setting, exceptions may occur due to specific agency guidelines and facility protocols. Uniforms and laboratory coats are purchased in the Keiser University bookstore.

Standards of appearance include the professional demeanor of the student while in uniform. It is expected that whenever students are in uniform, they will reflect the attitudes and behaviors representative of the nursing profession and Keiser University. Accordingly, the student's words and actions must be reflective of those values.

**PROCEDURE**

- The faculty is responsible for ensuring students maintain proper standards of appearance regarding the uniform which includes:
  - Clean, well-maintained and pressed white lab coat. The fit must be conservative; not tight or revealing.
  - Foundation under garments must not be visible. All camisoles and undershirts must be white and not extend pass the length of the scrub top.
  - Cannot be altered in appearance (embroidery, patches, etc.).
  - Cannot be worn outside of Keiser University nursing experiences. However when on campus must be dressed in a professional manner.
- The following regulations pertain to uniform shoes
  - Free of visible lettering
  - Comfortable but snugly-fitted (preferably with ties).
  - Full-coverage (no sling-backs, no clogs), closed-toe and heel.
  - Clean (including ties); well-maintained/in good repair.
  - Socks must be clean and cover the entire foot and ankle area.
- The following regulations pertain to overall appearance:
  - Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.
    - No visible tattoos; tattoos that may be visible must be covered.



- Body piercing: one small stud permitted per ear; no other visible piercings.
- Jewelry: wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible as long as it does not extend over uniform (certain jewelry may not be permitted in certain clinical site).
- Nails: short (not beyond tip of finger); clear nail polish; no artificial/acrylic nails; no nail decor/jewelry.
- Hair must be neat and off the collar, away from the face and secured (must not fall forward when bending over), Securing devices must be simple/non-ornamental, preferably matching the hair color or white / blue in color. *Hair must be of a natural color such as blonde, brunette, auburn or black (no artificial colors, i.e. - florescent reds, blues, greens, purples etc.).* Facial hair, including beards, moustache, and sideburns must be neatly trimmed and is contingent on facility policies.
- The following behaviors are strictly prohibited while the student is in uniform:
  - Smoking prohibited while attending clinical rotations.
  - Using alcohol and/or prescribed or non-prescribed mind-altering substances.
  - Using obscene language, gestures and/or language that may be offensive to others.
  - Engaging in behaviors of any kind that may be construed by others as inappropriate or lacking in consideration for the thoughts/feelings of others.
  - Use of personal electronic devices during lab, lecture or clinical time is at the discretion of the instructor.
  - Gum chewing is prohibited.
- Program Chair and Faculty will determine appropriateness of standards of appearance in accordance with these policies and procedures

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>5</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Student Health and Wellness</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

To ensure the physical safety and well-being of students, faculty, agency/facility staff and clients/patients, all students must be in compliance with health policies as required by graduate nursing programs. Students’ health must allow them to successfully fulfill their role and responsibilities. Keiser University is not responsible for any injuries or illness that may have been sustained/acquired during the course of students’ educational experiences.

**PROCEDURE**

- Students’ health status must allow them to perform the required competencies for all clinical experiences At the beginning of the first clinical course and prior to entering the clinical setting, students will be required to provide evidence of the following:
- Verification of the absence of tuberculosis as follows:
  - Annual PPD skin test with negative reactivity.
  - If PPD skin test was previously positive or they have received BCG in the past, then a chest x-ray confirming negative for tuberculosis must be submitted. A chest x-ray is required every other year.
- Any other documentation if required by facility.
- History and physical examination completed by the student’s primary care provider or a statement of health status completed by the student which reveals that the student’s health status confirms the absence of conditions, including infectious disease, that may preclude safe and satisfactory performance. The student must submit the “Health Care Provider Assessment of Student’s Health Status” form completed by the primary care provider. The form must be completed 4-6 weeks prior to entering the first Nursing Core Course.
- Submit proof of currency of vaccines/toxins including: diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella, polio, and Hepatitis B (except where declination is signed), unless contraindicated for health reasons.
  - Students may be required to obtain routine influenza and pneumococcal immunizations throughout enrollment in graduate nursing programs.
- Students must provide evidence of active medical health insurance coverage throughout the program.
- During enrollment students may not be permitted to participate in clinical experiences when they:
  - Have infectious conditions that may be contracted by others; or have any medical conditions that may hinder the performance of the student. Upon return after an illness resulting in absences of 3 or more days, students must obtain a medical release that indicates that they are able to return to the health care setting.
- Students’ health records are secured in the student’s file, maintained by the program.

- If, in the course of performing duties, a student is injured or experiences a sudden illness, 911 emergency assistance is called and the Campus Response Team is notified. A University Incident Report is completed.
- Emergency health care will be initiated via “911”. A student may refuse care once emergency personnel arrive.
- If the injury or sudden illness occurs during a clinical experience, faculty is notified and responds in accordance with the policy and procedure of the clinical site.
- The injury/illness/incident is documented in accordance with the health care organization’s policies and procedures.

<b>Graduate Nursing Program</b>		<b>Policy Number</b>	<b>6</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Drug Screening</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Graduate nursing programs comply with the Keiser University drug policy and federal government regulations for a drug free workplace for both students and employees. All students applying for acceptance into graduate nursing programs will undergo mandatory initial drug screening, in addition to subsequent random drug screening tests while enrolled in the program.

**PROCEDURE**

- All students are subject to an initial 10-panel drug screen prior to enrollment in the program and/or at any time throughout the duration of the program.
- Tests will be conducted by a qualified laboratory.
- All fees associated with the drug screening process are the responsibility of the student.
- Any clinical affiliate reserves the right to ask for additional screening before permitting students to begin clinical assignment(s).
- Additional drug screening may be required upon reentry to graduate nursing programs from withdrawal, leave of absence, scheduled gap or academic interruption.
- The Program Chair must receive the testing results directly from the lab.
- If a student is suspected of being under the influence of alcohol or drugs on campus or in the clinical/practicum setting, Keiser University and clinical affiliates reserve the right to require a random drug test in accordance with institutional policy and procedures.

<b>Graduate Nursing Program</b>		<b>Policy Number</b>	<b>7</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Student Advisement</b>		<b>Revision Date</b>	<b>June 2017</b>


**POLICY**

To facilitate a valuable and successful educational experience, and smooth transitions throughout the program, students receive individualized advisement through their tenure as a student. Keiser University is committed to supporting students in numerous areas including academics, financial support, student services, etc.

**PROCEDURE**

- Prior to admission to the University, the student receives individual advisement regarding the clarification of career goals, the nature of the program/s of interest, criteria for admission into a program and the candidate’s ability to meet these criteria, financial requirements and opportunities for tuition assistance and the individual needs/wants of the student that may impact the educational experience.
- A University Orientation Program is provided prior to the start of general education courses.
- While students are enrolled in the University, they are assigned a Faculty Advisor who will guide the student academically throughout the program.
- Students meet with their Faculty Advisor at least once per academic calendar year for the duration of the program.
- Academic progress is tracked on an on-going basis throughout the general education period. Minimum general education requirements must be met; students are notified through advisement when they are in danger of missing this requirement (see Academic Progression Policy).
- Students receive course-specific guidance throughout the curriculum from their course instructors.
  - Each instructor has assigned office hours that are posted at the beginning of each semester and provided on the course syllabus.
  - Student advisement is documented and may include: review of academic, skills and clinical progress, ATI, remediation and to update contact information. All documentation is maintained in the student’s academic file.
  - Student Advisement: for significant issues related to performance in academics, clinical and/or skills laboratory settings; includes statement of outcome/s, plan for achieving outcome/s, and date/s of expected compliance
  - Initial student academic advising is provided upon the start of the program and throughout the duration of the program of study and/or as needed. The Program Chair and or designee conducts student academic advisement with notes maintained through contact manage in CampusNexus.

- Students seeking non-academic guidance may be referred to the appropriate University representative (Finance, Financial Aid, Student Services) or community agency.
- As students approach graduation and are preparing to enter the job market, the Student Services Office offers advisement and support.
  - Resume writing
  - Interviewing techniques
  - Career research
  - Applicant screening and referrals

<b>Graduate Nursing Program</b>		<b>Policy Number</b>	<b>8</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Student Clinical Practice Rotations</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Selected clinical practice sites provide opportunities for a variety of learning options consistent with current theory and practice, based on program goals and student learning objectives. Graduate nursing programs observes a clinical practice site utilization policy to ensure that students receive the most optimal experiences for clinical practice that ultimately support advanced practice.

**PROCEDURE**

- Students must acquire all clinical sites for program in which they are enrolled.
- Approval, assignment, utilization, and evaluation of clinical practice sites are the responsibility of the Clinical Coordinator with oversight from the Program Chair.
- Initial identification of potential clinical sites is accomplished through the student efforts in collaboration with nursing leaders representing community agencies and with input from the Program Chair, Nursing Advisory Board, faculty, and other community representatives.
  - When a site is determined to be viable for clinical placement, an Affiliation Agreement is executed.
  - The Affiliation Agreement may be the standardized Keiser University Nursing Affiliation Agreement template or may be the agency’s official affiliation agreement.
  - Final review and approval of the Affiliation Agreement requires both the Associate Vice Chancellor and in his/her absence the Dean of the Graduate School and the agency executive of record signatures.
  - Affiliation Agreements are reviewed at least annually by the faculty and Program Chair to ensure currency.
  - If Affiliation Agreements are due to expire, the faculty and Program Chair will ensure that a revised document is executed and signed by the appropriate representatives.
- Clinical practice sites are endorsed and monitored by the faculty, Clinical Coordinator, and Program Chair.
  - Faculty submits recommendations regarding the quality and appropriateness of clinical sites, based on knowledge of the related area of clinical practice and clinical sites.

- The Program Chair, Clinical Coordinator and/or faculty is responsible for reviewing clinical site assignments in collaboration with clinical site staff and students.
- Students and faculty at the conclusion of every clinical rotation will evaluate the quality and appropriateness of clinical sites. See Keiser University Graduate Nursing Preceptor Handbook.
- If the determination is made necessitating an alternate site/agency for students' clinical practice, this will be coordinated by the Program Chair and the Clinical Coordinator in collaboration with agency representatives of the sites to be discontinued and those of the site to be implemented.
- Outcomes, including trends, will be evaluated, analyzed, included in appropriate assessment plans and shared at faculty Advisory Board meetings.

### **EVALUATION OF CLINICAL SITE AND PRECEPTOR**

Clinical site and preceptor evaluations must be completed by students. See Keiser University Graduate Nursing Preceptor Handbook.

### **EVALUATION OF PERFORMANCE**

Students' clinical performance is evaluated on a summative and formative basis. Mid-term and final evaluations are maintained by the program and located in the student's academic file. See Keiser University Graduate Nursing Preceptor Handbook.





<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>9</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Student Retention</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Student retention is a priority, which underlies decisions made in the student selection process, curriculum design, the structure and process of instruction, and attention to the individual learning requirements of each student. Graduate nursing programs have established a structured selection process designed to identify applicant qualities that are commonly associated with success described herein.

**PROCEDURE**

- As a retention strategy, the experienced nurse reviewer will:
  - Evaluate the individuals’ prior academic history and experiential qualifications
  - Assess motivation and preparation for the rigors of respective program
  - Evaluate candidates’ perceptions of the advanced nursing role
  - Observe behavioral patterns exhibited throughout the process
- New students will attend orientation sessions designed to facilitate the adjustment to the academic experience.
  - A general University orientation program is provided prior to starting classes at the University.
- Each new student is assigned an Academic Advisor who will maintain contact with the student throughout his or her academic commitment. As problems/questions arise, the student is able to obtain guidance from their Advisor in a timely fashion.
  - Advisors ensure that their advisees are notified of student meetings. With each opportunity to come together as a group, the student’s identity as a participating member of the Nursing profession is strengthened. Additionally, information provided at meetings helps to alleviate students’ anxiety associated with the many unknowns, including insecurities regarding ability to succeed in the program.
- The faculty and Program Chair monitor academic, laboratory skills and clinical performance. Students who show evidence of declining performance academically or clinically, are counseled by the faculty at the earliest possible opportunity to avoid possible failure.
- Retention data is collected, trended and analyzed by the faculty and Program Chair to identify patterns or trends of significance that should be addressed.
  - Reporting is required by regulatory/accrediting bodies.
  - Outcomes reporting, analysis, and actions are also required internally through the Keiser University Program Assessment process.

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>10</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Degree Completion Requirements</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Keiser University graduate nursing students’ degree completion requirements are described herein.

**PROCEDURE**

**DEGREE COMPLETION REQUIREMENTS FOR THE MASTER OF SCIENCE IN NURSING PROGRAM**

To receive a Master of Science in Nursing Degree from Keiser University, students must accomplish the following:

- Earn a minimum of 33 graduate semester credit hours
- Earn a minimum cumulative grade point average of 3.0
- Have no more than two courses with a grade of “C”
- Complete the final 27 credits of the MSN program through Keiser University
- Complete all MSN degree requirements within five years of beginning coursework; *exceptions for extenuating circumstances reviewed by the Graduate School Dean*
- Complete a final capstone evidenced-based project including final scholarly paper

**DEGREE COMPLETION REQUIREMENTS FOR THE MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER PROGRAM**

To receive a Master of Science in Nursing Family Nurse Practitioner from Keiser University, students must accomplish the following:

- Earn a minimum of 56 graduate semester credit hours (transfer of graduate credits will be evaluated on a case by case basis)
- Earn a minimum cumulative grade point average of 3.0
- Have no more than one course with a grade of “C”
- Complete the final 50 credits of the MSN program through Keiser University
- Complete all MSN degree requirements within five years of beginning coursework; *exceptions for extenuating circumstances reviewed by the Graduate School Dean*
- Complete 630 hours of clinical experience
  - NUR602A – 120 hours Adult Health
  - NUR603A – 120 hours Adult Health

- NUR604A – 120 hours Pediatrics
- NUR605A – 120 hours Women’s Health
- NUR691A – 150 hours Choice of Above or Specialty

## **DEGREE COMPLETION REQUIREMENTS FOR THE DOCTOR OF NURSING SCIENCE PROGRAM**

To receive a Doctor of Nursing degree, students must accomplish the following:

- Earn 36 graduate semester credit hours including Core courses (21 credits), DNP Project courses (4 credits, 60 clinical hours), Practice Immersion courses (8 credit hours, 480 clinical/immersion hours), and one elective course (3 credit hours)
- Document an additional 460 clinical/immersion hours in 4 of their other Core courses (115 hours per course). Courses in the DNP program are eight weeks in length and scheduled for one or two courses concurrently, as approved by the Program Chair. The DNP Practice Immersion requires on-site hours at instructor-approved practice sites.

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>11</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Program Chair Roles and Responsibilities</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Program Chairs shall oversee and manage the operations of respective programs. The Program Chair shall be proficient in program administration, curriculum design, instruction, evaluation, budget planning, faculty mentoring and accreditation processes. The Program Chair must possess strong leadership and communication skills to effectively meet the needs of students, faculty and the healthcare community. The Program Chair assures programmatic compliance with all regulatory oversight agencies.

**PROCEDURE**

- The Program Chair is academically and experientially qualified to develop and administer respective programs. The Chair must possess the following qualifications:
  - A minimum of a Masters in Nursing; PhD or DNP preferred.
  - Current unrestricted State of Florida RN License.
  - Academic leadership experience, minimum 2 years.
  - Full time teaching experience, minimum 2 years.
  - Full time Nursing practice experience, minimum 2 years.
  - Familiarity with accreditation processes; preferred experience with CCNE Standards.
  - The Program Chair reports administratively to the Dean of Graduate School. Receives support from the Office of the Chancellor as necessary.
- The Nursing Program Chair is responsible for coordinating and facilitating the Nursing Program’s Admissions Committee.
- The Program Chair monitors the delivery of the academic program and is responsible for ensuring a quality education for all students.
- The Program Chair is responsible for establishing and maintaining agency agreements for clinical teaching sites.
- Specific responsibilities are identified in respective Job Description.

<b>Graduate Nursing Program</b>	<b>KEISER</b> UNIVERSITY	<b>Policy Number</b>	<b>12</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>New Faculty Orientation</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

New faculty are oriented to respective graduate nursing programs in accordance with the procedures described herein.

**PROCEDURES**

Program Chair will assign a faculty to new faculty who will serve as key resource person. A new faculty orientation checklist will be provided to use as a guide to meet with other department faculty and become oriented to pertinent responsibilities. Completed checklist will be reviewed between new faculty person and Program Chair and then placed in employee file.

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>13</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Faculty Roles, &amp; Responsibilities</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Faculty must meet the credentialing requirements compliant with state licensing agencies and regulatory boards. Faculty members are expected to fulfill responsibilities consistent with clinical, and didactic instruction, and to collaborate with other program faculty, and staff members. Faculty provide clinical supervision for students in accordance with the provisions of the Florida Nurse Practice Act as well as the requirements of Keiser University and the provisions of affiliating agencies and clinical practice sites.

**PROCEDURE**

**Faculty Job Description**

Faculty members are responsible to Keiser University, the Program Chairs, and each other for the successful completion of departmental work. In addition to the major position responsibilities, it is expected that faculty demonstrate outstanding communication skills, collaborate effectively, and use personal initiative to overcome obstacles and work efficiently to meet deadlines. Also, faculty must be committed to supporting and sustaining a diverse and inclusive educational environment.

- Full-time and Part-time faculty holds a minimum of a terminal degree in the subject or related discipline.
- Current unrestricted State of Florida RN License or be licensed in a compact state
- Full time teaching experience, minimum 1-2 years preferred
- Full time nursing practice, minimum 2 years
- Experience with learning outcomes assessments desired
- Sufficient in number to accomplish the mission, goals, program outcomes, and learning outcomes
- Academically prepared for areas in which they teach; and experientially prepared for the areas in which they teach.
- Faculty reports directly to the Program Chair.

**Faculty Responsibilities (Non-Clinical)**

Faculty must demonstrate a commitment to students, program, and the profession of nursing and self through effective participation in the following activities:

- Developing, implementing, evaluating, and updating the purpose, philosophy, objectives/outcomes, and organizational framework of the program.
- Participates in course committees, collaborating with faculty and leadership to ensure consistent standards and instructional practices within each course.
- Assists in the retention of students through the development and implementation of teaching, learning and remediation strategies developed for the instructional setting.

- Participates in faculty committees relating to development, implementation and evaluation of curriculum.
- Participates in developing, evaluating, and revising programmatic policies that are congruent with the policies of the institution.
- Participates in program accreditation processes.
- Participates in academic advising and student guidance.
- Provides theoretical instruction, laboratory and simulation experiences.
- Utilizing technology and learning outcome assessments to enhance classroom instruction.
- Demonstrating a commitment to a student-centered learning environment within the classroom.
- Maintaining and modeling safe practice in accordance with the Nursing Standards of Practice and Florida regulations.
- Monitors preceptors.
- Evaluating student achievement of curricular objectives/outcomes related to nursing knowledge and practice, including adhering to Keiser University's policies.
- Participates in the Graduate School Assessment Process.
- Calculates and records students' grades.
- Supports evaluation of teaching effectiveness in accordance with Keiser University's policies and procedures.
- Participating in activities, which facilitate maintenance of Nursing competencies and professional expertise in the area of teaching responsibility through clinical experience, simulation, workshops, research and/or continuing education.
- Maintains active membership in a professional organization.
- Participates in ongoing professional development to maintain expertise in the field.
- Promotes the department by creating community partnerships.
- Participates in university-wide committees including faculty meetings, in-services/training, institutional planning and convocation.

**Faculty Responsibilities (Clinical/Precepting Experiences)**

See Keiser University Graduate Nursing Preceptor Handbook for details.



<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>14</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Faculty Retention</b>		<b>Revision Date</b>	<b>June 2017</b>

### **POLICY**

Keiser University values quality instruction; accordingly, it promotes the retention of faculty who are committed to their students, their profession and the University. The University is committed to supporting faculty communication and development through the establishment of opportunities for individual supervision, faculty meetings and faculty development programs.

### **PROCEDURE**

- Faculty applicants are carefully evaluated in accordance with the established interview/selection process.
  - Recommended interviewing strategies and assessment tools that are structured to elicit responses that are indicative of applicants’ knowledge and motivation are included in the Keiser University Employee Handbook.
  - The Program Chair/Designee also evaluates attributes that are deemed critical for success as an instructor in graduate nursing programs.
- Individuals who are selected as faculty are scheduled for Faculty Orientation.
  - The Dean of Graduate school or designee conducts the Keiser University Faculty Orientation.
  - Subsequent orientation tasks are tailored to the unique needs of the individual.
- New faculty members are integrated into the faculty team and a mentor is assigned by the Program Chair to provide additional orientation, be available for questions and concerns, and monitor the faculty’s adjustment
- New faculty members are provided opportunities to observe classroom, skills laboratory and clinical instruction prior to assuming individual responsibility for each area.
- The faculty is supported by team instruction in each course, thereby sharing responsibilities and the success of each course.
- Routinely scheduled faculty meetings are conducted to maintain communication, included but not limited to:
  - One-on-one weekly meetings with the Nursing Program Chair.
  - Faculty meetings
  - Advisory Board Meetings
  - Annual Convocation
- Faculty is provided e-mail addresses and access to the Keiser University intercollegiate e-mail system; information is shared between faculty and the University and faculty may access e-mail remotely when not on campus.

- Access to resources that support curriculum development is facilitated through the Library on campus and online.
- Professional development of faculty is supported as follows:
  - Regularly scheduled offerings through Keiser University’s Center for Teaching and Learning.
  - Tuition benefits program (refer to Employee Handbook).
  - Audit Courses (scheduled with the permission of the course instructor, Dean, and the Campus President).
  - Annual Professional Development Plans.
- Support of participation in off-campus continuing education opportunities.
  - Tuition benefits program (refer to Employee Handbook).
  - Budgeted continuing education programs or professional development workshops.
- Acknowledging the mutual benefit that can be derived from faculty’s maintenance of currency in clinical skills, opportunities for promoting engagement in clinical practice are encouraged. Where possible, accommodations for clinical engagement are afforded.
- Faculty members participate in the growth and development of the program and campus through participation in: nursing committees, University committees, and the annual strategic planning session, “Institutional Effectiveness Day.”
- Evaluative feedback is provided to faculty on a frequent routine basis
  - On a semester basis, results of student evaluations
  - On an annual basis, performance review with merit increase if applicable. (Refer to Employee Handbook).
- Salary and benefit surveys are conducted on a regular basis to ensure that the salaries of faculty remain competitive.

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>15</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Course Management</b>		<b>Revision Date</b>	<b>June 2017</b>

### **POLICY**

A uniform process is followed to ensure that all courses are developed and revised appropriately, and administrative aspects of course development and classroom management are documented, monitored and evaluated.

### **PROCEDURE**

- Faculty members have the opportunity to customize the master course syllabi as needed
  - The course objectives incorporate the nursing program organizational framework and reflect the level of achievement of student learning outcomes/objectives established for each course.
  - Instructional methodologies are developed based upon course outcomes.
- Faculty members are required to share a course calendar/schedule.
  - Each course calendar shall include the assigned number of credit hours, contact hours, lecture hours, laboratory hours and clinical hours.
- **Faculty members must complete all items on the course set-up checklist by the Friday before a course begins.**
  - Faculty is required to maintain student grades in respective courses.
  - Faculty must complete the Faculty Course Evaluation at the end of every course and comply with learning outcome measurement documentation requirements.

<b>Graduate Nursing Program</b>	<b>KEISER</b> UNIVERSITY	<b>Policy Number</b>	<b>16</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Curriculum Oversight</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Curriculum oversight ensures curriculum integrity, rigor and congruency with graduate nursing programs and accrediting body and state requirements. The faculty supports the achievement of the identified student learning outcomes and program outcomes consistent with safe practice in contemporary health care practice.

**PROCEDURE**

- A meeting chair oversees the Curriculum Oversight.
  - The meeting chair will:
    - Be appointed yearly by vote of the faculty;
    - Establish guidelines and direction for the course committees;
    - Set up due dates for timeline completion;
    - Develop a meeting schedule;
    - Assign a recorder of minutes and meeting timekeeper.
- Membership will consist of one nursing faculty member from each program.
  - One member will serve as facilitator and one member from each program must be represented for quorum decision-making.
- Responsibilities
  - Ensures consistency and continuity of all curricula throughout graduate nursing programs
  - Reviews the curriculum support documents to ensure the alignment of the student learning outcomes by reviewing and monitoring all course documents.
  - Makes recommendations for revisions based on quorum decision-making ( as above)
- Reporting of findings and recommendations.
  - Course representative will report to the Program Chair and at monthly (scheduled) staff meetings.
- Make recommendations for change based on data collected, and send to appropriate channels for approval using the committee decision tree.
  - Upon completion of all revision and updates, curriculum changes will be submitted by the Chairperson to the Office of the Chancellor and the Associate Vice Chancellor of Programmatic Accreditation for review and approval.
  - Curriculum changes that require amendments will be returned to the Chairperson to disseminate to facilitator and members for revision.

- Review current professional standards, criteria and literature to maintain, assess and update the needs of the curriculum based on current trends and evidence based practices.
- Review and make recommendations for course materials, including syllabi, textbooks, and course learning software, library resources, and opportunities for student learning experiences.
- Reporting Procedures
  - Upon approval, the Office of the Chancellor will notify the Chairperson that the curriculum may be implemented
  - Facilitator and committee members will be notified of approval and implementation at monthly faculty meetings

<b>Graduate Nursing Program</b>	<b>KEISER UNIVERSITY</b>	<b>Policy Number</b>	<b>17</b>
		<b>Effective Date</b>	<b>July 2012</b>
<b>Policy and Procedure Development Revision</b>		<b>Revision Date</b>	<b>June 2017</b>

**POLICY**

Graduate nursing programs maintain a commitment to a system-wide approach to review programmatic policies that ensure and maintain congruency with Keiser University student policies, evidenced-based practice, and regulatory body guidelines.

The Policy and Procedure Review process is expected to adhere to the procedural guidelines as listed below:

**PROCEDURE**

**Policy & Procedure Development & Revision**

- Graduate nursing programs adheres to Keiser University Policies and Procedures referenced in various sources including but not limited to the University catalog, Academic Policies and Procedures Manual, Employee Handbook, Faculty Handbook and the Student Handbook.
  - Revisions in policy/procedure required by relevant regulatory bodies are made during annual review sessions unless otherwise stated by Keiser University.
  - The need for new/revised policies/procedures identified internally or externally is presented to a member of the Nursing Policy and Procedure Review Committee for consideration annually.
  - Where applicable, the Florida Nurse Practice Act, the ANA Standards of Nursing Practice, and CCNE accreditation standards and other requirements unique to nursing will be incorporated policies and procedures.
  - Procedures relevant to one campus are developed by the Program Chair who collaborates with the faculty, consults with the University Department Chair where it is then submitted to the Campus Dean and President for approval.
- Proposed revisions to policies or procedures are submitted for final review and approval by the Associate Vice Chancellor of Academic Operations.
  - Proposed policies and procedures may be referred for review and approval to other committees or persons, including the University Curriculum Committee, Advisory Boards, or the Office of the Chancellor.
  - If the policy has relevance to other functional areas such as Admissions, Financial Services, or Student Services, a consultation from each entity will be requested.

- Due diligence is exercised in assuring that processes are compliant with requirements of all regulatory bodies and are reflective of current and best practices.
- Meeting minutes from all entities will document the review and approval of proposed policies/procedures.

### **Policy & Procedure Oversight**

- Chairperson of the Graduate Nursing Committee oversees the Policy and Procedure Review process.
  - Chairperson, a Program Chair, will be appointed yearly by fellow Nursing Program Chairs.
  - The Chairperson will assign specific policy and procedure(s) to be reviewed by faculty
  - The Chairperson will devise a schedule to keep revisions streamlined.
  - The Chairperson will set up due dates for timeline completion.
  - The Chairperson will develop and disseminate a meeting agenda to committee members three days prior to meeting date.
  - The Chairperson will assign a recorder of minutes and meeting time keeper.
  - The Chairperson will review and revise policy and procedure(s) for inclusion of updates and changes.
- Membership will consist of at least one faculty member from each program.
  - One member will serve as facilitator for this process.
  - Members will serve for a period of one year.
- Facilitator assists in providing oversight for the Policy and Procedure Review Process.
  - The facilitator, a faculty member, will be appointed yearly by fellow member of the Graduate Nursing Program Committee
  - Facilitator will provide updates regarding policy and procedure review process and status at the regularly scheduled committee meetings
  - Facilitator will guide the members with assigned policies to be reviewed.
  - Facilitator will compile revisions for submission to Graduate Policy and Procedure committee.
- Policy and Procedure Review Member/Facilitator Responsibilities
  - Review nursing policies to determine need for revisions, maintenance or development.
  - Create a systematic approach for review of policies
- Review and update all related documents that contain policy and procedure information
- Reporting of findings and recommendations.
  - Final Drafts will be submitted by the facilitator to the Chairperson according to the time line completion date.
- Make recommendations for change based on data collected, and send to appropriate channels for approval using the committee decision tree.
  - Upon completion of all revisions and updates, policy and procedures changes will be submitted by the Chairperson to the Office of the Chancellor for review and approval
  - Policy and procedures that require amendments will be returned to the Chairperson to disseminate to facilitator and members for revision.

- Reporting Procedures.
  - Upon approval, the Office of the Chancellor will notify the Chairperson of the policy and/or procedure that may be implemented.
  - Facilitator and committee members will be notified of approval and implementation at monthly nursing faculty meetings.