KEISER UNIVERSITY

Graduate Nursing Program

Policy and Procedure Manual

INTRODUCTION

This manual is written by a committee of Graduate Nursing Program Coordinators 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 developed, updates to this document are supplied to Keiser University personnel.

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

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Graduate Program	KEISER UNIVERSITY	Policy Number	1
		Effective Date	**July 2012**
Graduate Nursing Program Professional Accreditation		Revision Date	**June 2022**

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), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791, https://www.aacnnursing.org/CCNE.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	2
		Effective Date	July 2012
Admission Requirements		Revision Date	June 2022

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

MASTER OF SCIENCE IN NURSING GENERALIST TRACK

Admission requirements
- Baccalaureate degree in nursing from an accredited college or university with a GPA of 3.0 or higher (exception to this policy must be approved by the Dean of Graduate School)
- Active and unrestricted Professional Registered Nurse license
- Submission of a completed Graduate School Application
- A one-page personal statement describing intent to pursue and complete the master's degree in Nursing program
- Submission of unofficial transcripts or original foreign evaluations showing successful completion of a bachelor's degree in nursing from an accredited college or university
- 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
- Completed clear criminal history background check and drug screening at admissions

MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER TRACK

Admission Requirements:

- Baccalaureate degree in nursing from an accredited college or university with a GPA of 3.0 or higher
- Submission of a completed Graduate School Application
- Submission of a completed NursingCAS Application (Suggested)
- Writing Sample

- 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 at admissions
- Successful drug screen at admissions or before clinical practicum or immersion experience
  - Electronic link: https://www.keiseruniversity.edu/grad-school/keiser-university-graduate-reference-form/
  - Hard copy link: http://www.keiseruniversity.edu/downloads/KU-GS-Recommendation-Letters.pdf

- Current resume indicating education, complete work history (clinical and other), volunteer activities, publications and/or presentations Note: Applicants must have a minimum of one year of recent clinical practice experience working with patients.

DOCTOR OF NURSING PRACTICE PROGRAM

Admission Requirements

- Master's degree in nursing from a regionally or nationally accredited university
- Minimum nursing graduate level GPA of 3.0 or higher
- Active unrestricted registered nurse or advanced practice nursing license
- Nursing practice site for clinical practice experiences
- Current formal resume with complete education and nursing employment histories
- 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 with a minimum graduate GPA level of 3.0 or higher
  - 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 an accredited institution.
  - Completion of the first semester of enrollment with a minimum grade average of 3.0.
  - One-page personal statement describing intent to pursue the DNP and areas of potential interest for the DNP Project
  - Submission of an unofficial transcript showing successful completion of a master's degree in nursing from an accredited university within the first semester of enrollment
  - Current formal resume with complete education and nursing employment histories
  - Completed clear criminal history background check at admissions

- Completed clear drug screen at admissions or before clinical experience practicum.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	3
		Effective Date	July 2012
Student Orientation		Revision Date	June 2022

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 Coordinator/Designee.
- The Program Coordinator or designee maintains contact with students periodically as needed to ensure that they are progressing and engaged early in their education.
- Students in the "first course" of their graduate nursing program will receive specific instruction and advising as orientation to their graduate program.
- An academic advisor is assigned to each graduate student who is responsible for providing support and advising to students as they transition into graduate nursing.

Graduate Nursing Program	**KEISER** UNIVERSITY	Policy Number	**4**
		Effective Date	**July 2012**
Standards of Appearance		Revision Date	**June 2022**

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 the nursing residency program. Keiser University laboratory coats with name badges must be worn, 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 naturel 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.
- Faculty will determine appropriateness of standards of appearance in accordance with these policies and procedures

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	5
		Effective Date	July 2012
Student Health and Wellness		Revision Date	June 2022

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. In order to ensure this, students may be required to provide evidence of the following:

- o Verification of the absence of tuberculosis as follows:
  - o Annual PPD skin test with negative reactivity.
  - o 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 following the first one.
- o 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.
- o 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.
- Any other documentation if required by the facility.
- Students must provide evidence of active medical health insurance coverage throughout clinical programs.
- 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.

Incident on Campus

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.

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 clinical programs will undergo mandatory initial drug screening. Further, clinical sites and/or University may require a random or scheduled subsequent drug screening for the student to work in a clinical rotation.

PROCEDURE

- Students in clinical nursing programs 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 if required by the clinical site and/or University.. A screening conducted in the past 12 months prior to admission may be accepted if approved.
  - 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.
  - A positive drug screen finding must be reviewed by the Program Chair and Dean with consideration for all university policies and procedures.

- 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.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	7
		Effective Date	July 2012
Student Advisement		Revision Date	June 2022

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 and, in the case of programs with a certification examination, the Faculty Advisor will follow up with graduates through completion of the exam.
- 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 Student Advising Policy #7).
- 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, remediation and to update contact information. All documentation is maintained in the student's academic file.
        - for significant issues student and advisor will include a statement of outcome/s, plan for achieving those 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 Coordinator and or designee conducts student academic advisement with notes maintained through contact manage in Anthology.

- 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

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. Clinical graduate nursing programs that requires a clinical practice site to ensure that students receive the most optimal experiences for clinical practice that ultimately support advanced practice.

PROCEDURE

- This policy applies to nursing programs that utilize clinical rotations. It does not apply to non-clinical nursing programs.
- Students in MSN-FNP must acquire all clinical sites for the program in which they are enrolled. MSN-Women's Health and MSN-Midwifery Programs will have enough sites available and will consider input from students regarding sites. Program administrators make final decisions on the site assigned to each student.
- Approval, assignment, utilization, and evaluation of clinical practice sites are the responsibility of the Clinical Coordinator with oversight from the Program Coordinator.
- 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 Academic Program Coordinator, 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 Coordinator to ensure currency.
  - If Affiliation Agreements are due to expire, the faculty and Program Coordinator 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 Coordinator.
  - 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 Coordinator, 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 Coordinator 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 CLINCIAL SITE AND PRECEPTOR

Clinical site and preceptor evaluations for clinical programs must be completed by students. See Keiser University Graduate Nursing Preceptor Handbook for all information relating to preceptorships.

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.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	9
		Effective Date	July 2012
Student Retention		Revision Date	June 2022

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 and continue through taking certification examination, if one is required for licensure. As problems/questions arise, the student can 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.
  - Student Academic Advising process is detailed in Policy 7, "Student Advising" in this Policy and Procedure Manual
- The faculty and Program Coordinator 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 Coordinator 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.

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 PROGRAMS

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

- Earn a minimum of 49 graduate semester credit hours.
- Earn a minimum cumulative grade point average of 3.0.
- Have no more than one course with a grade of "C".
- Complete all MSN FNP credits 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 510 hours of clinical experience.
- Complete two residencies.

- Register for the Family Nurse Practitioner National Board Certification prior to completing the last course.

DEGREE COMPLETION REQUIREMENTS FOR THE DOCTOR OF NURSING PRACTICE 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), Clinical Practice 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 Coordinator. The DNP Practice Immersion requires on-site hours at instructor-approved practice sites.
- DNP students are required to attend one residency.

DEGREE COMPLETION REQUIREMENTS FOR THE MASTER OF NURSING WOMEN'S HEALTH NURSE PRACTICIONER

- Earn a minimum of 51.0 graduate semester credit hours.
- Earn a minimum grade point average of 3.0.
- Have no more than one course with a grade of "C";
- Complete all MSN in Woman's Health Nurse Practitioner credits through Keiser University.
- Complete the 680 minimum required number of precepted clinical hours.
- Complete three residencies.
- Register for the National Board Certification Examination prior to completing the last course.

		Policy Number	11
Graduate Nursing Program	**KEISER** UNIVERSITY	**Effective Date**	**July 2012**
Program Coordinator Roles and Responsibilities		**Revision Date**	**June 2022**

POLICY

Program Coordinators shall oversee and manage the operations of respective programs. The Program Coordinator shall be proficient in program administration, curriculum design, instruction, evaluation, budget planning, faculty mentoring and accreditation processes with approval of a Chief Nursing Administrator (CNA) and/or Dean. The Program Coordinator must possess strong leadership and communication skills to effectively meet the needs of students, faculty, and the healthcare community. The Program Coordinator assures programmatic compliance with all regulatory oversight agencies.

PROCEDURE

- The Program Coordinator is academically and experientially qualified to develop and administer respective programs. The Program Coordinator must possess the following qualifications:
  - A minimum of a PhD in Nursing or DNP.
  - 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 Coordinator reports administratively to the Dean of Graduate School and can be under leadership of a CNA.
  - The Program Coordinator receives support from the Office of the Chancellor as necessary.
- The Nursing Program Coordinator is responsible for coordinating and facilitating the Nursing Program's Admissions Committee.
- The Program Coordinator monitors the delivery of the academic program and is responsible for ensuring a quality education for all students.
- The Program Coordinator is responsible for establishing and maintaining agency agreements for clinical teaching sites.
- Specific responsibilities are identified in respective Job Description.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	12
		Effective Date	July 2012
New Faculty Orientation		Revision Date	June 2022

POLICY

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

PROCEDURES

Program Coordinator will assign a seasoned faculty to mentor and serve as key resource person to the new faculty member. A new nursing faculty handbook is available for new faculty to graduate nursing programs.

New faculty will complete a new graduate faculty orientation course and will be expected to attend online blackboard training. A copy of a certificate of completion will be provided for the faculty member by the Graduate School and kept in the faculty member's file.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	13
		Effective Date	**July 2012**
Faculty Roles, & Responsibilities		Revision Date	**June 2022**

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 Coordinators, 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 Coordinator and the Dean of the Graduate School.

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.
- Participating in course committees, collaborating with faculty and leadership to ensure consistent standards and instructional practices within each course.
- Assisting in the retention of students through the development and implementation of teaching, learning and remediation strategies developed for the instructional setting.

- Participating in faculty committees relating to development, implementation, and evaluation of curriculum.
- Participating in developing, evaluating, and revising programmatic policies that are congruent with the policies of the institution.
- Participating in program accreditation processes.
- Participating in academic advising and student guidance.
- Providing 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.
- Monitoring preceptors.
- Evaluating student achievement of curricular objectives/outcomes related to nursing knowledge and practice, including adhering to Keiser University's policies.
- Participating in the Graduate School Assessment Process.
- Assist in selection of candidate to who will be admitted and in interviewing/selecting new faculty from a pool of candidates.
- Calculating and recording students' grades.
- Supporting 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.
- Maintaining active membership in a professional organization.
- Participating in ongoing professional development to maintain expertise in the field.
- Promoting the department by creating community partnerships.
- Participating 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.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	14
		Effective Date	July 2012
Faculty Retention		Revision Date	June 2022

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 Coordinator/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 Coordinator 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 Coordinator.
    - 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.

Graduate Nursing Program	KEISER UNIVERSITY	Policy Number	15
		Effective Date	July 2012
Course Management		Revision Date	June 2022

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 work within the course and instructional requirements of the master course syllabi
    - 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.

Graduate Nursing Program	**KEISER** UNIVERSITY	**Policy Number**	**16**
		Effective Date	**July 2012**
Curriculum Oversight		**Revision Date**	**June 2022**

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
- Curriculum oversight is coordinated by the program leadership and the Dean with input from course managers. Assessment meetings are scheduled as needed by these individuals and curriculum is discussed monthly at the department meeting.
    - An assessment coordinator is appointed by the Program Coordinator or Chief Nursing Administrator (CNA) with input from the faculty.
    - Establish guidelines for curriculum changes are provided by the University Curriculum Committee.
    - The assessment coordinator monitors data collection and develops reports with input from the Program Coordinators, CNA and Dean.
    - Special meetings are called by the assessment coordinator
    - Course managers are assigned for each course. Course managers are members of the faculty and have content or instructional expertise for that course. The course manager oversees implementation of any changes to curriculum that are approved.
- Meetings of the course managers will be coordinated by the Program Coordinator. Changes to the curriculum are recommended, evaluated, and implemented with input from this group.
- 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 Coordinator 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 CNA 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 CNA 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
  - Curriculum changes that are adopted and approved by the CNA, Dean, and Vice Chancellor for the Graduate School are approved by the Office of the Chancellor through the University Curriculum Committee and/or the Associate Vice Chancellor for Academic Affairs.
  - Faculty will be notified of approval and implementation at monthly faculty meetings

		Policy Number	17
Graduate Nursing Program	KEISER UNIVERSITY	**Effective Date**	**July 2012**
Policy and Procedure Development Revision		**Revision Date**	**June 2022**

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 Coordinator who collaborates with the faculty, consults with the Chief Nursing Administrator (CNA) 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

- The Nursing Department leadership oversees the Policy and Procedure Review process with the guidance and support of the Dean.
  - The Program Coordinator(s), with approval of the Dean, will initiate review of policy and procedures.
  - The Dean or Program Coordinator will assign specific policy and procedure(s) to be reviewed by faculty during the monthly department meeting.
  - The Program Coordinator will devise a schedule to keep revisions streamlined.
  - The Program Coordinator will set up due dates for timeline completion.
  - The Program Coordinator will develop and disseminate a meeting agenda to committee members three days prior to meeting date.
  - The Program Coordinator will review and revise policy and procedure(s) for inclusion of updates and changes.
- The Nursing Program Coordinator with the Dean reviews and updates all related documents that contain policy and procedure information
- The Nursing Program Coordinator reporting of findings and recommendations.
  - Final Drafts will be submitted Dean according to the timeline completion date.
- Recommendations for change are made based on data collected and send to appropriate channels for approval including the Vice Chancellor of the Graduate School and Vice Chancellor for Academic Affairs.
  - Upon completion of all revisions and updates, policy and procedures changes will be submitted to the Office of the Chancellor for review and approval
  - Policy and procedures that require amendments will be returned to the Program Coordinator to disseminate to facilitator and members for revision.
- Reporting Procedures.
  - Upon approval, the Vice Chancellor for the Graduate School or the Office of the Vice Chancellor for Academic Affairs will notify the Dean and Program Coordinator of the policy and/or procedure that may be implemented.
  - Faculty will be notified of approval and implementation at monthly nursing faculty meetings.

A grade of B or above must be obtained in specific courses to progress in the MSN-FNP Program. If a grade of "C" or below is obtained the student will be required to repeat this course. A student who obtains a third "C" grade will be dismissed.

A graduate student enrolled in the Master of Science in Nursing – Family Nurse Practitioner must earn a grade of an "A" or "B" in NUR 650-Advanced Pathophysiology for Practice; NUR661-Principles of Pharmacology for Advanced Practice II; and NUR 671-Advanced Health Assessment and Diagnostic Reasoning II and all clinical courses which include NUR 602, NUR 602A, NUR603, NUR 603A, NUR 604, NUR 604A, NUR 605, NUR 605A, NUR 692, NUR 691A, and the final certification course (NUR698) before graduation. A student who earns a grade of a "C" or "F" will be required to repeat the course. If a student earns two grades that are less than a grade of "B" in any of the above courses, they will be academically dismissed. Courses retaken are counted under the above standard.

		Policy Number	**19**
Graduate Program	**KEISER** UNIVERSITY	**Effective Date**	**Feb 2022**
Graduate Nursing Email Policy		**Revision Date**	**None**

Email is an official means for communication within Keiser University Graduate nursing programs. Therefore, Keiser University will send communications to students via email and expected that those communications will be received and read in a timely fashion.

Expectations regarding student use of email

Not reading an email does not absolve a student from the responsibilities associated with communication sent to his or her official email address. Students are expected to check their official email address on a frequent and consistent basis in order to stay current with Keiser University communications (at a minimum, once every 48 hours and this does include the weekends). Students have the responsibility to recognize that certain communications may be time critical. Not checking email or having a full email folder are not acceptable excuses for missing University communication sent via email. The lack of response to Keiser University communication can be deemed unprofessional behavior and the student could face disciplinary action due to failure to respond.

Educational uses of email

Faculty will determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations, they specify these requirements in their course syllabus. Faculty can assume that students' official email addresses are being accessed, and faculty can use email for their courses accordingly.

Appropriate use of student email

All use of email, including use for sensitive or confidential information, will be consistent with the Keiser University Policy Statement on Use of Electronic Email.

Graduate Program	**KEISER** UNIVERSITY	**Policy Number**	**20**
		Effective Date	**Feb 2022**
	<mark>**Sleep and Safety Policy**</mark>	**Revision Date**	**None**

The Keiser University Graduate Nursing Department has adopted a policy for the maximum hours that students may work in the clinical area without sleeping. Deprivation of rest can affect clinical judgement and practitioner safety. An increase in practitioner burnout has also been observed when adequate sleep is not supported. Additionally, it is important to recognize that students are less able to function well on minimal sleep than preceptors because they are learning new skills and behaviors. Learning new skills and behaviors adds increased stress for students. Therefore, students may not be able to work the same amount of time as preceptors and deliver safe care. The American College of Nurse-Midwives (ACNM) recommends that midwifery students do not work more than 16 hours without a break and after 16 hours of work, students must sleep for 7-8 hours before returning to patient care.

For these reasons, any nursing student from Keiser University must adhere to the following guidelines:

- Arrive to clinical experiences well rested and prepared
- Anticipate your personal need for sleep and plan accordingly. For example, a plan for rest may be coordinated with the preceptor during early labor so a student can be rested when time of delivery approaches.
- Clinical practice hours are limited to 16 consecutive hours without restful sleep
- After clinical shifts of 16 hours or more, students must sleep for an amount of time they feel is adequate. It is recommended to sleep for 7-8 hours before returning to clinical care, but a minimum of 4 hours uninterrupted sleep is required before returning to clinical care. Please note, that if you are managing a birth and it has been 16 hours, students are not required to leave the clinical area. Students may sleep or observe in the clinical, but may not perform hand-on patient care because patient and family safety are the top priority.
- Students must recognize when their fatigue is beginning to affect patient care and communicate this to their preceptor to safely hand-off patient care and maintain patient and staff safety.
- There must be a designated area for sleeping/napping/resting if students are to work more than 12 consecutive hours
- If a student feels extremely fatigued after completing a clinical shift or experience, it is required that the student sleep before driving or operating any type of vehicle.
- While not on-call or on-duty, students must manage their time and sleep so that they are safe to care for themselves, their families, and the patients in their care.

Graduate Program	KEISER UNIVERSITY	Policy Number	21
		Effective Date	September 2023
Graduate Nursing Clinical Sites Policy		Revision Date	N/A

A: Clinical sites must provide opportunities for students to meet student learning outcomes via the practice of Evidence-Based Medicine. The nursing program faculty determine and assess practice sites to ensure that the site supports student learning with the intended population or scope of practice.

1. The Nursing Program Faculty will assess practice sites either in person or remotely prior to a student's practicum experience and will document that such assessment took place and the findings of that assessment.
2. All clinical sites must be approved by the Program prior to students attending.
3. The Program reserves the right to reject those sites that do not meet criteria to support student learning outcomes.
4. Hours completed at clinical sites outside Florida may not qualify for licensure in certain states; a student who elects to perform practicum experiences outside Florida must ensure that their desired state's appropriate licensure board accepts the practicum experiences.
5. Clinical sites must comply with all state health and safety regulations.

Preceptor Requirements

B: Preceptors will be evaluated for academic and experiential qualifications to provide direct supervision to students engaged in advanced level practicum experiences.

1. The program will evaluate the Preceptor's qualifications (credentials, certification, licensure) in specialization.
2. Preceptors will hold unrestricted state licensure.
3. Preceptors will always engage in direct supervision of the student.
4. If the Preceptor designates another Clinician to temporarily supervise the student, the other Clinician will have the same credentials and experience as the designated Preceptor.

Evaluation of the Student during Advanced Level Practicum Experiences

C: Students must be evaluated during practicum experiences.

1. Advanced level practicum experiences are learning experiences which take place during clinical rotations, where students participate in Direct Patient Care under the supervision of an approved, qualified Preceptor.
2. Students will be visited at their clinical placement site during practicum experiences by a KU faculty member or appointed designee.

3. KU faculty will evaluate the quality and volume of student's direct patient care experiences.
4. Students will be evaluated by the Preceptor to assess performance during clinical placement.
5. Program Faculty will assess students' ability to provide care for individuals, families, groups, and populations, across the lifespan and across the four spheres of care.
6. If a student is evaluated by the KU faculty and found to be deficient, the student will be remediated via an appropriate action plan that could include repeating the rotation.

A: Students must meet professionalism standards and work within their scope when providing direct patient care to patients.

1. Students will work under the direct supervision of the designated, approved Preceptor, and will not make diagnoses or formulate treatment plans without explicit approval of Preceptor.
2. Students will not treat or discharge a patient from the clinical site without direct supervision of the Preceptor.
3. Students will identify themselves verbally as a student to patients, Clinicians, and staff.
4. Students will always wear their white coat when appropriate and ID badge while at clinical sites.
5. Students will always follow HIPPA requirements.
6. Students will follow standards regarding universal precautions and hand hygiene.
7. Students will comply with all clinical site requirements.

Direct Patient Care Hour Requirements

B: Students enrolled in Graduate Nursing Clinical programs must engage in Direct Patient Care while performing clinical hours at clinical sites.

1. Direct Client Patient Care hours consist of assessment, diagnosis, treatment and/or evaluation of a real client patient at the clinical site under the supervision of a qualified preceptor. Evaluation of direct client patient care hours for each student will be conducted by the student's academic advisor at the mid-point of clinical rotations.
2. Direct Patient Care hours may also consist of time reviewing patients' medical history, ordering/reviewing diagnostic tests, formulating diagnostic approaches, presenting to Preceptors, and entering information in the electronic medical record.
3. Telehealth that consists of assessment, diagnosis, treatment, and/or evaluation of a real client patient under the active supervision of the Preceptor, may also count for Direct Patient Care experiences, but may not comprise more than 25% of the overall Direct Patient Care hours.

Clinical Documentation/EMR

C: Students must properly document patient encounters that take place during advanced level practicum experiences.

1. Students will be permitted to electronically document patient records at the discretion of the Preceptor and Clinical Site.
2. Students will ascribe to all Clinical Site requirements and HIPAA guidelines to access the EMR.
3. Students will document all patient encounters for review by the Program Faculty within 7 days of the encounter taking place.
4. Falsifying Records and Official Documents - Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document. (KU Student Code of Conduct)
5. Clinical Misconduct (if applicable to major) - Dishonesty in the clinical setting includes but is not limited to misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor, and/or student property. (KU Student Code of Conduct)