

DEPARTMENT OF NURSING
COLLEGE OF HEALTH & HUMAN SERVICES



*Graduate Program in Nursing
and
Direct Entry Master's in Nursing
Handbook*

Fall 2021

UNIVERSITY OF NEW HAMPSHIRE

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INTRODUCTION

The purpose of this handbook is to bring together important information, and to tell you about other sources of information that are either essential or helpful. It is intended to complement, not replace, the rules and regulations as set forth in the *University of New Hampshire Graduate Catalog*. You should use this as a guide when questions arise regarding any policies governing graduate students. It is your responsibility to become acquainted with the Graduate School and departmental degree requirements and to fulfill these requirements in a timely manner. You should be familiar with and understand the policies as referred in the *University of New Hampshire Graduate Catalog* and *Student Rights, Rules and Responsibilities Handbook*.

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I. GENERAL INFORMATION

A. Welcome

The faculty and staff welcome you to the University of New Hampshire, College of Health and Human Services, and the Department of Nursing. This handbook has been prepared to provide you with specific information related to the master's programs.

The information in this handbook is up-to-date and as accurate as possible at the time of printing. It is, however, subject to change during the academic year. It is important, therefore, for you to check the announcements on the nursing Canvas web site often and keep in close contact with your adviser and other faculty members.

B. DEPARTMENT OF NURSING Accreditation

The UNH nursing programs are nationally accredited by the Commission on Collegiate Nursing Education. The baccalaureate degree program in nursing, the master's degree program in nursing, the Doctor of Nursing Practice program, and the post-graduate APRN certificate program at the University of New Hampshire are accredited by the Commission on Collegiate Nursing Education (<https://www.aacnnursing.org/CCNE>)

Detailed CCNE information: <https://www.aacnnursing.org/CCNE-Accreditation/Resources/FAQs/Accreditation-Disclosure-Statement>

The Department of Nursing mission and vision statements derive its overall purpose and philosophy from the mission and goals of the university and College of Health and Human Services, both of which emphasize academic excellence, research, and public service. Achieving this mission and vision of excellence demands students, faculty, and staff work together to continuously monitor program quality and institute action when change is needed.

Mission and Vision

Mission: We educate leaders in nursing, engaged in reflective practice, to provide innovative and exemplary healthcare in partnership with individuals, families, groups, and communities. We transform the delivery of healthcare through generation, dissemination, and application of evidence-based nursing knowledge.

Vision: We embrace a culture that embodies the University's and the College's vision, mission, and values of interdisciplinarity, scholarship, innovation, integrity, curiosity, openness, and sustainability.

Statement of Philosophy

The philosophy of the Department of Nursing is reflected in the American Association of Colleges of Nursing's [*The Essentials of Baccalaureate Education for Professional Nursing Practice*](#), [*The Essentials of Master's Education for Advanced Practice Nursing*](#) and [*The Essentials of Doctoral Education for Advanced Nursing Practice*](#) and faculty beliefs about nursing education.

Organizing Framework

The organizing framework of the nursing curriculum is derived from the philosophy and built on the four meta-paradigm concepts of professional nursing: person, environment, health, and nursing. Nursing has a central concern for maintaining the dignity and intrinsic worth of people. In order to influence person, environment, and health, nursing practice must be addressed by professional nurses who function in independent, interdependent, and interdisciplinary roles. Nurses utilize a set of processes integral to their role of professional nurse: knowing, caring, critical thinking, decision-making, empowering, advocating, and collaborating. Nurses use these processes during interactions with individuals, families, groups, and communities. These interactions promote optimal levels of health during periods of transition. This organizing framework provides the basis for curricular development for all the UNH nursing programs.

Beliefs about Person, Environment, Health, and Nursing

The faculty believe that each **person** is a self-determining, developing, dynamic human being who has the potential for freedom of creative choice and action. The person is viewed as holistic in nature possessing both dignity and intrinsic worth. Every person is capable of perceiving and interacting with other individuals, families, groups, and communities. Inherent in this interchange among people is the constant connectedness with an ever-changing environment.

The **environment** is the context in which a person exists including that which is internal to the person and that which is external. The internal environment includes the biologic, anatomic, and physiologic aspects of one's physical, psychological, and spiritual person. The external environment has physical, social, cultural, political, and economic dimensions. There are no rigid boundaries between the external environment in which one exists and the internal environment of the person. People interpret their context and direct their actions in ways that have meaning to them. In this manner, they are capable of constructing reality.

The concept of **health** is relative. It derives its meaning from the worldview of health espoused by the individual, family, group, or community within a given environmental context. Nursing supports the goal of optimal health envisioned as a dynamic state of well-being. However, the nurse must respect each individual's personal interpretation of health.

The faculty believe that **nursing** is an art and a science. It is a professional discipline that has special value to society. Nursing practice draws from the understanding of the four fundamental patterns of knowing. Its practice involves the appraisal and enhancement of the health status, health assets, and health potentials of individuals, families, groups, and communities. Nursing practice bases its organizational structure on the nursing process and integrates a situation-based, interpretive approach, taking-into-account the context and content of nursing actions.

Beliefs about Nursing Practice

The faculty believe that nursing must provide comprehensive health care to people of all ages from diverse and multicultural populations. Such a view necessitates that nurses' function in independent, interdependent, and interdisciplinary roles. Furthermore, the rapidly changing and expanding health care system demands that nursing be responsive to societal health needs and that it assumes responsibility for the creation of a health-promoting environment. Practice for this broad and comprehensive health service to society requires commitment and accountability both to the profession and to the people it serves. In particular, the faculty believe the nurse must act as an advocate, safeguarding autonomy and freedom of creative choice and action.

The faculty believe that nursing has a distinct body of knowledge which can be extended, verified, and expanded through scholarly endeavor and systematic study. Nursing knowledge evolves from the selection, integration, and expansion of knowledge from nursing practice and other disciplines; this knowledge serves as the framework for understanding health and nursing practice.

The faculty believe that professional nursing practice is based on knowledge synthesized from nursing, the psychosocial and biophysical sciences, and the humanities. This knowledge, supported by research findings and nursing theories, constitutes the nursing component.

Beliefs about Nursing Education

Baccalaureate nursing education builds on a strong foundation in the liberal arts, humanities, and sciences. Nursing education reflects the *AACN Essentials of Baccalaureate Education for Professional Nursing Practice* and faculty beliefs about education and the profession. Nursing education prepares generalists to provide culturally sensitive nursing care across the lifespan and in diverse settings, provide leadership in inter-disciplinary health systems, make sound clinical judgments, advocate for change and quality care, and value lifelong learning.

Research evidence on education and human development informs nursing education, faculty and curriculum development, and the evaluation of learning. Nursing faculty acknowledges that nursing education and practice are challenging and recognize the importance of providing an appropriate balance of support for student learning and success. Nursing education is best when relationship-centered, interactive, experiential, reflective, respectful of learners and their development, and supports exploration and discovery.

As a community of learners, faculty and students explore assumptions about education and knowledge, and take these into account when co-creating learning experiences. Faculty are open to student development, student experiences, and student knowledge. Through meaningful learning contexts faculty invite students to grow toward more complex reasoning. Through their interactions, faculty and students engage in active construction and reconstruction of knowledge and experience.

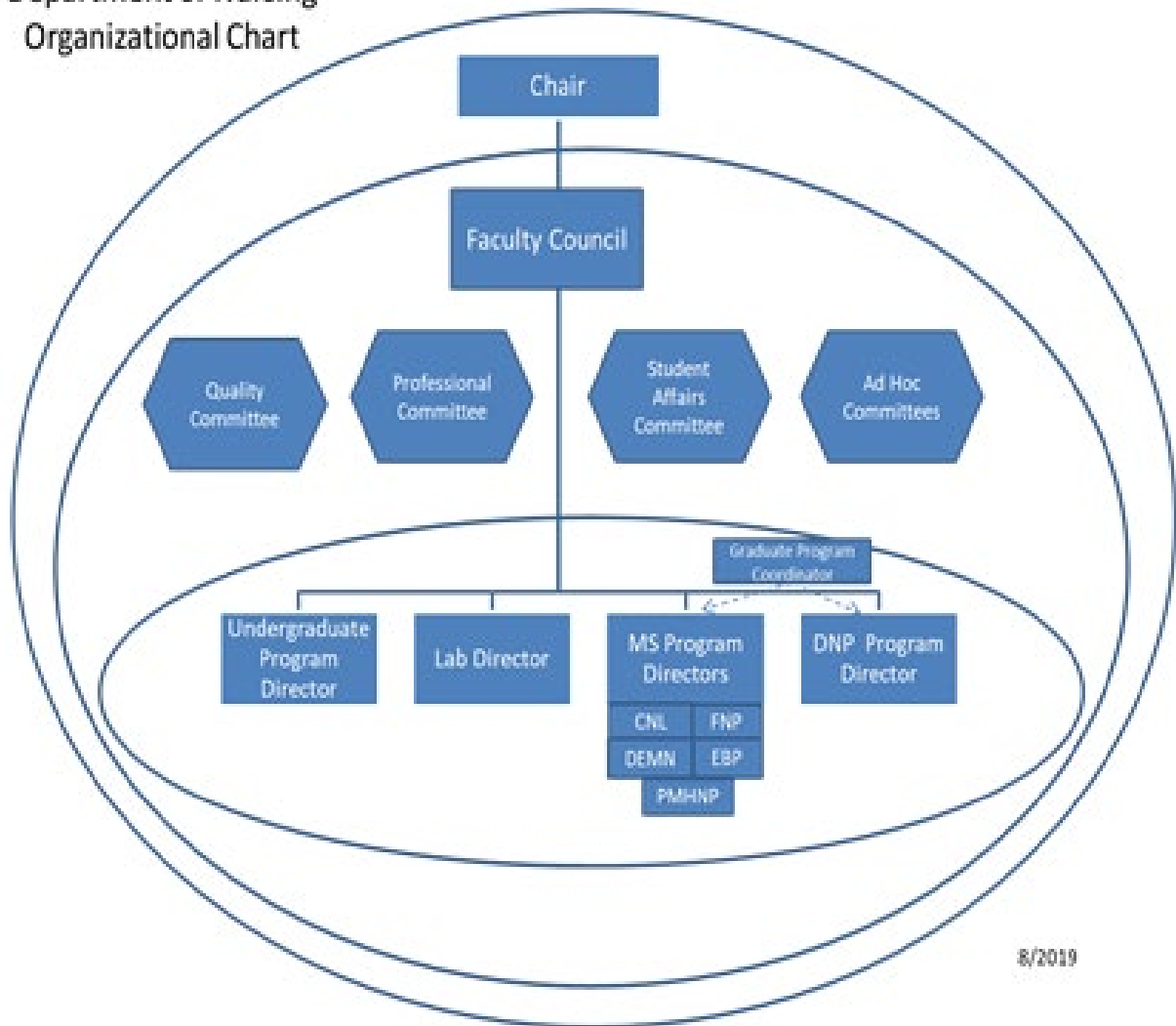
Baccalaureate nursing education reflects the ever-changing demands of the profession, which is characterized by complexity, uncertainty, ambiguity, and ill-structured situations. Baccalaureate nursing education prepares graduates to pursue advanced nursing education.

University of New Hampshire Mission Statement

The UNH mission statement may be viewed at <https://www.unh.edu/president/mission-and-strategic-plan>.

Department of Nursing Organizational Chart

Department of Nursing
Organizational Chart



8/2019

College of Health and Human Services Strategic Plan

The CHHS strategic plan may be viewed at https://issuu.com/unhmag/docs/chhs_annual_finalissuu

Core Values Statements

- Experience is the context for learning
- Learning is a process of mutual exchange to arrive at new knowledge constructions
- Caring in teaching stems from the belief that learning is a relational process
- The interaction of theory, inquiry and practice is necessary for integration and knowledge construction
- Out of respectful dialogue and active listening comes new and more complex perspectives
- Self-reflection connects scholar development with practice and personal beliefs
- Scholars author their own perspective which leads to lifelong learning and responsible citizenship
- There is a shared commitment to an inclusive community
- All are viewed as teachers and learners
- Scholars foster relationship-centered learning that challenges and supports members to create diverse perspectives at increasingly complex levels
- Student input and feedback is always welcomed in person, via email or through course evaluation

II. MASTER'S PROGRAM OUTCOMES

The undergraduate will be able to;

- Synthesize core knowledge from the liberal arts, sciences, and nursing as the foundation of professional practice
- Integrate knowledge and skills to assess, design, implement, and evaluate nursing care in a safe, compassionate, culturally sensitive, evidence-based manner.
- Engage clients, families, and communities in collaborative decision-making incorporating evidence-based knowledge and anticipatory guidance.
- Employ team leadership and collaborative skills with other health professionals to optimize client and system outcomes.
- Recognize the influence of complex health systems on health care practice and advocate for policies that promote a socially just, patient centered healthcare system.
- Engage in scholarly inquiry to identify, evaluate, and integrate the best current practice.
- Integrates health promotion, clinical prevention strategies when providing care at the individual or population level.
- Incorporates principles of patient safety and risk mitigation when using healthcare technology and therapeutics in the provision of care.
- Uses effective written, verbal, and nonverbal communication strategies when engaged in professional practice.
- Embrace professional values embodied in the ANA code of ethics.

In addition to the BSN outcomes, at the completion of the Master's nursing program, the graduate student is prepared to:

- Serve in a healthcare leadership and change agent role as part of a diverse, complex, and patient-centered health care system.
- Act as a practice scholar to design, direct and evaluate system changes to promote safe, timely, effective, efficient, equitable and patient-centered care.
- Use data analytic methods, information systems and technology to evaluate, integrate and apply knowledge that will improve programs of care, outcomes of care and care systems.
- Use translational science and analytic methods to develop, identify, implement, and evaluate best practices to improve health care and health care systems.
- Design and implement health promotion and clinical prevention strategies across the health/illness continuum to optimize health and disease management.
- Systematically use improvement methods to monitor and evaluate care processes and outcomes and applies data for continuous improvement and safety
- Advocate for social justice through policy, professional and political engagement.
- Applies leadership principles that support inter-professional practice.

In addition to Master's outcomes:

The CNL graduate will:

- Act as lateral integrator to design, direct, and evaluate system changes to promote safe, timely, efficient, effective, equitable, patient centered care.

The NP graduate will:

- Utilize advanced assessment, diagnostic reasoning, and evidence-based practice when partnering with individuals, families, and communities to optimize health
- Judiciously prescribe treatment modalities to manage acute and chronic conditions within state and federal scope of practice regulations.

The Family Nurse Practitioner graduate will:

- Function as an independent practitioner to manage comprehensive primary care across the lifespan.

The Psychiatric Mental Health Nurse Practitioner graduate will:

- Engage in developmentally appropriate care of patients with psychiatric mental health problems using biopsychosocial theories, and evidence-based practice across practice settings

In addition to the Master's outcomes, the DNP will be able to

- Employ strategic leadership skills to shape practice environments to produce positive, patient centered, healthcare outcomes at individual and system levels.
- Facilitate inter-professional collaboration to implement practice models, peer review, practice guidelines, health policy, and standards of care.

Adopted: August 2019

A. RULES OF CONDUCT

Learning Environment

The faculty believe that a supportive learning environment that fosters critical thinking and reflection encourages students' active participation in the process of discovery. A variety of teaching methods are employed in order to enhance intellectual curiosity and creative inquiry among students. The Department of Nursing subscribes to the practice that selected nursing courses may be offered via an online or hybrid/online format.

Inquiry at the graduate level includes examination and synthesis of knowledge from diverse fields, followed by application and testing of this knowledge in practice. This type of inquiry involves the questioning of assumptions on which present practice rests and the testing of research findings for relevance to nursing practice. It also requires the student to generate new questions and to pursue resolution of problems.

University Rights and Responsibilities

Department of Nursing policy for rules of conduct & academic honesty follow the policies as written in the University of New Hampshire Undergraduate Catalog:

Conduct and Academic Honesty policy: <https://catalog.unh.edu/graduate/academic-regulations-degree-requirements/academic-honesty/>

Student Rights, Rules and Responsibilities: <https://www.unh.edu/student-life/student-rights-rules-responsibilities>

Students Professional Boundaries brochure:
https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

All students are accountable for knowing and following policy guidelines.

American Nurses Association “Bullying and Workplace Violence” Statement

The American Nurses Association (ANA) upholds that all nursing personnel have the right to work in healthy work environments free of abusive behavior such as bullying, hostility, lateral abuse and violence, sexual harassment, intimidation, abuse of authority and position and reprisal for speaking out against abuses.

Statement on Professional Conduct and Communication

Civility is the art of treating others as well as ourselves with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communications, practices, and behaviors have on others and when we acknowledge each person's self-worth and unique contributions to the UNH community-as-a-whole. As members of the University of New Hampshire, the College of Health and Human Services,

and the Department of Nursing, we are committed to learning and practicing ways that support caring, social justice, and relationship-centered actions.

The following are examples of behaviors that demonstrate, support, and sustain civility:

1. Support autonomy and just treatment of self and others by facilitating an open, respectful, and caring environment within and outside the classroom.
2. Accept responsibility and accountability for one's own behavior when interacting with peers, other students, faculty, staff, and professionals in health care agencies/settings.
3. Respect and protect the rights and property of others.
4. Speak or behave in a manner that does not disrupt or interfere with the learning or work of others.
5. Practice personal and academic integrity and expect it from others.
6. Demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion, or intimidation against any member of the academic community.
7. Demonstrate a willingness to listen and be open to hearing the perspectives of others. This includes actively seeking to hear from and make a safe space for voices of professionally voiced dissent.
8. Explore controversial issues through open dialogue and respectful deliberation.
9. Respect freedom of expression while recognizing that open-mindedness does not require agreement with expressed ideas.
10. Engage in institutional resources and persons to resolve conflict, when necessary.

Collectively, faculty, staff, and students in the Department of Nursing, are responsible for ensuring a safe and supportive learning and work environment. This can include any individual asking others to stop disrespectful or abusive speech and/or disrespectful behavior. ***Disrespectful or abusive speech and/or disruptive behavior from individuals or groups will not be tolerated.***

(Portions of the statement above were taken from the nursing and health professional's student handbook at the University of Southern Maine).

HIPAA Policy

Each patient has a right to confidentiality and the privacy of their clinical information. That right extends to the fact of their hospitalization. Oral and/or written information that identifies or potentially identifies or is about a specific patient may be shared among individuals that have a need to know and only insofar as it is necessary for the patient's treatment or in the course of professional education. Under no circumstances may information be shared unless an authorization is given by law, by the patient/legal representative or when a clear medical emergency exists.

All those having a relationship with any clinical agency are under equal obligation to treat as confidential any information they may acquire, by any means, about a patient or former patient. Any breach of confidentiality is a serious offense, violates [Federal Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) and may be grounds for legal action, failure in the course, and/or dismissal from the nursing program.

Social Media Guidelines

Many students use various forms of social media including, but not limited to blogs, websites, and social networking sites. Facebook, YouTube, Instagram, Snapchat, and Twitter are specific and frequently used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. HIPAA guidelines must be followed.

UNH social media guidelines may be viewed at <https://www.unh.edu/social-media/guide>

Students are encouraged to join the UNH Nursing social media sites.

Facebook – UNH Nursing

Instagram – UNH_Nursing

Twitter - @Nursing UNH

Code of Ethics

The students and faculty of the Department of Nursing espouse honesty as a core value. We both require and expect each other to conduct ourselves with integrity (UNH Academic Honesty Policy) which is found in the annual publication, [Student Rights, Rules, and Responsibilities](#). We adhere to the principles and rules of the university and pursue academic work in a straightforward and truthful manner, free from deception or fraud. As members of the Department of Nursing, both students and faculty are held to the guidelines published in the *ANA Code of Ethics*:

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/> as well as the National Council of State Boards of Nursing standards titled *Professional Boundaries*:

https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf.

As members of the Department of Nursing and the UNH community, we expect to neither commit a violation nor assist a member of our community in violating the academic honesty policy.

In the event a student violates the rules of conduct or the academic honesty policy the student may receive an “F” in the course, which may result in dismissal from the nursing program.

Honor Code

Obligation to report: As members of this community, we, the students, and faculty, have an obligation to report any suspected case of academic dishonesty to the appropriate faculty member, course instructor, academic adviser, or department chair.

On all submitted work by students in the Department of Nursing, the following pledge is implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

Technical/Physical Standards

Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the profession of nursing. Each student must be able to meet the technical standards of performance necessary for the practice of nursing for admission and progression in the program of study. Students must be able to meet the following technical standards with or without a reasonable accommodation.

- Ability to assess patient needs and to understand instructions, emergency signals and telephone conversation.
- Ability to observe patients, manipulate equipment, and interpret data.
- Ability to ensure a safe environment, identify color changes, read fine print/writing, and calculate fine calibrations.
- Ability to express and exchange information and ideas and to interact with patients, family, physicians, peers, and other ancillary medical personnel.
- Ability to practice with frequent interruptions, to respond appropriately in an emergency or unexpected situation, and to successfully adapt to extreme variations in workload and stress levels.
- Ability to perform the following physical activities: handling, lifting, and operating equipment frequently moving, lifting, and transferring patients; and performing CPR.

Position on Unsafe Practice

The UNH Department of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations, and sanctions. Although they are not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B). Because clinical teaching is considered a form of practice, faculty remain subject to these rules and regulations.

Therefore, clinical nursing faculty and preceptors have the responsibility of determining when a student can practice at a safe level and when a student is unable to function at a safe level in the clinical area. If the instructor/preceptor determines that a student is unsafe to practice, the instructor/preceptor has the obligation to remove the student from clinical practice. Depending on the nature of the safety issue, the student may be asked to leave the clinical site. It is the student's responsibility to secure safe transportation home from the clinical agency. Safety violations include, but are not restricted to, misconduct, dishonesty, and failure to maintain oneself in an alert and sober manner and not impaired by drugs or alcohol.

If alcohol or other drugs are suspected by the faculty/preceptor and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the clinical agency. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the Department of Nursing pending a full investigation. The faculty member/preceptor contacts the drug testing provider who will perform drug testing at the clinical agency.

Within 24 hours of any incident requiring the dismissal of the student from a clinical setting, the clinical instructor/preceptor will contact the undergraduate program director. Within 48 hours of the incident, the clinical instructor/preceptor, course coordinator, program director and department chairperson will schedule a conference with the student. At that time the student will have the opportunity to explain or defend the unsafe behavior and an appropriate plan will be developed. The Department of Nursing has both the right and responsibility to dismiss from the program any student whose health, conduct or academic standing make it unsafe for that student to remain in a nursing course or the nursing major. The student is referred to [*Student Rights, Rules and Responsibilities Handbook*](#), section: Administrative Policies and Regulations-Grievance and Complaint Procedures.

Misconduct in Scholarly Activity Policy

The following policy is applicable to all members of the UNH community including faculty, staff, and students. <http://www.unh.edu/research/misconduct-scholarly-activity>.

Technology Use and Access Privileges

The use of technology for any purpose during class or clinical sessions is at the discretion of course faculty. Students may find a statement about the use of specific technology in each course syllabus.

The university and the Department of Nursing recognize the importance of preserving the privacy of users and data stored in IT systems. Users must honor this principle by refraining from or assisting unauthorized access to IT resources. Students are reminded that sharing a UNH password with anyone (including family members) and/or providing access to ineligible users is a breach of UNH technology use policy.

Policy on Electronic Devices

Students must have ready access to pharmacology resource, which may include a pharmacology reference book or electronic reference materials. Note: many facilities do not permit cell phones or tablets.

Professional, Ethical and / or Behavioral Standards

Graduate students shall conduct themselves in a manner consistent with the norms and practices of their program and/or discipline.

Graduate Student Dismissal for Professional, Ethical, or Behavioral Misconduct

A department chairperson or graduate program coordinator, upon the recommendation of the appropriate faculty committee at the department/ program level, may recommend dismissal for a student who is failing to meet the professional, ethical, and behavioral expectations of the program or otherwise fails to act in ways that are consistent with the norms and standards of the profession or discipline. This recommendation shall be forwarded in writing to the Associate Dean of the Graduate School with a copy to the affected student. The Associate Dean of the Graduate School shall act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the Associate Dean will be notified and after review will notify the student of the decision. If the decision to dismiss stands, a student wishing to enter a formal appeal shall follow the procedure outlined below. A student who has been dismissed for professional, ethical, or behavioral misconduct may, with the permission of the Dean of the Graduate School, enroll as a special student in courses in his/her program pending a final decision on the appeal.

Appeals Process for Graduate Students Dismissed for Failure to Make Satisfactory Academic Progress or Professional, Ethical, or Behavioral Misconduct:

Step 1: The student shall request that the faculty member or committee making the original recommendation reconsider their decision, generally within 10 working days after the receipt of the official decision from the Graduate School. The student's request shall be written and shall contain any information which the student feels warrant a reconsideration of the decision. A copy of the request shall be sent to the dean of the Graduate School. As soon as possible after receiving this request, the faculty member or committee group will reconsider their decision and notify the student and the Dean of the Graduate School of the result of their deliberations in writing. If the original recommendation is reversed at Step 1, the Associate Dean will review the new material and act on the recommendation and inform all parties involved.

Step 2: If the student is not satisfied with the decision reached in Step 1, he/she may request that the chairperson of the appropriate department or program convene a meeting of all graduate faculty members in the department or program to review the decision. The student's request shall be in writing, and a copy shall be sent to the dean of the Graduate School. After the meeting, the chairperson will provide the student and the dean of the Graduate School with written notification of the decision of the faculty. If the recommendation to dismiss is reversed by the graduate faculty, the Associate Dean will again review the case, act on the recommendation, and inform all parties involved.

Step 3: If the student is dissatisfied with the decision reached in Step 2, he/she may request that the Dean of the Graduate School review the decision. The student must request such a review in writing and stipulate the reasons for his/her dissatisfaction with the decisions reached in the earlier steps in the review procedure. Within a reasonable period of time, the Dean of the Graduate School will hold separate meetings with the student and the appropriate faculty and the Associate Dean to discuss the case. After these meetings and after reviewing any other information he/she deems appropriate, the Dean of the Graduate School will inform the college dean about the appeal process to date. In consultation with the Graduate Council, the Dean of the Graduate School will then arrive at a final decision, which he/she will communicate in writing to the student, the department or program faculty, and the college dean.

In Steps 1 and 2, the student may, at the discretion of the faculty body involved in hearing the appeal, be present to state their case during the review of his/her appeal. A member of the university community may appear with the student, as an adviser, before the Dean of the Graduate School and before any faculty meeting, which the student is permitted to attend. An adviser may be present but may not directly participate in any of these proceedings. Students shall not be present during deliberations.

Please review UNH [Student Rights, Rules and Responsibilities](#) section 22.1 *Administrative Separation for Off-Campus Criminal Charges* and 22.2 *Administrative Separation for Reasons of Health Related Behaviors* These policies were endorsed by the Graduate Council in the Graduate School.

Grievances

Students at the University of New Hampshire and in the Department of Nursing are encouraged to discuss and resolve problems and complaints through informal discussion within the department before embarking on a formal grievance procedure. The grievance procedure for the Department of Nursing is congruent with that of the University of New Hampshire and is detailed in the [Student Rights, Rules and Responsibilities](#) booklet

B. Student Support Services

Student Accessibility Services-SAS

The faculty will work with any student with specific learning needs, including the use of technology that assists learning. According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate his/her disability. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) at **201 Smith Hall**. Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. Faculty have an obligation to respond once they receive official notice of accommodations from SAS but are under no obligation to provide retroactive accommodations.

Writing, Speeches, and Presentations

UNH has excellent, free resources to assist you in writing and presentations. You may obtain online and/or face to face assistance, or access the web-based resources at:

<https://www.unh.edu/writing/resources>

Technical Requirements and Tech Support

<https://online.unh.edu/student-experience/technical-requirements>

Center for Academic Resources (CFAR)

Provides services and resources to support undergraduate students in their pursuit of academic success:

<https://www.unh.edu/cfar>

Sexual Harassment and Rape Prevention Program (SHARPP)

Provides free and confidential advocacy and direct services to survivors: <https://www.unh.edu/sharpp>

Emotional and Mental Health

Your academic success and overall mental health are very important. If, during the semester, you find you are experiencing emotional or mental health issues, please contact the University's [Psychological and Counseling Services](#) (PACS) (**3rd floor, Smith Hall; 603-862-2090/TTY: 7-1-1**) which provides counseling appointments and other mental health services. If urgent, students may call PACS M-F, 8am. to 5pm to schedule an Urgent Same-Day Appointment.

Office of International Students & Scholars

For information on resources, visit <http://www.unh.edu/global>. OISS is located in Conant Hall 315, Telephone: 603-862-1288.

C. Freedom to Discuss, Inquire, and Express Opinions

- Graduate students are encouraged to actively interact with faculty and each other. Graduate students may be invited to serve on university and departmental committees. Students are highly encouraged to take advantage of these opportunities and become an active part of the university community.
- Graduate students are urged to actively participate in the Graduate Student Senate (GSS). The GSS is the vehicle by which graduate students find a collective voice at the University of New Hampshire, as well as make connections with others who share their goals, interests, problems, and concerns. The GSS is available to all graduate students. The GSS meets every other Tuesday from 12:30 - 2:00 PM in the Memorial Union Building. If you would like to sit on the GSS, contact the GSS office <http://www.unh.edu/gss>. To join the GSS email list, send an email to grad.student.senate@unh.edu.
- Students may initiate petitions to be presented to appropriate committees, department chair, and/or program director for review of a specific concern.

D. Grievances

Students at the University of New Hampshire and in the Department of Nursing are encouraged to discuss and resolve problems and complaints through informal discussion within the department before embarking on a formal grievance procedure. The grievance procedure for the Department of Nursing is congruent with that of the University of New Hampshire and is detailed in the *Student Rights, Rules and Responsibilities* booklet: <https://www.unh.edu/student-life/student-rights-rules-responsibilities>

E. ACADEMIC ADVISING

Academic Advisor Assignment

Upon admission to the graduate program, each student is assigned an academic adviser. The adviser helps the student develop an overall academic plan that meets the goals of graduate education and address the student's professional and academic goals. A plan that considers the sequencing of courses is important, since some graduate courses run provided there is sufficient enrollment. To ensure satisfactory progress, students may review their academic progress and course schedules with their academic adviser, if needed. Any student who has an outstanding incomplete or a grade of B- in a course from a prior semester, must contact their faculty adviser prior to registering for the next semester.

Faculty Communication

The usual method of communicating is via UNH email. The Department of Nursing faculty and staff expect that email will be read in a timely manner. The student's official UNH email address is the destination to which the program will send email communications.

Information concerning invitations to nursing functions, scholarship availability, and other important information will be emailed using the student's UNH email address and/or posted on the Department or College Facebook page. Professional communication is expected in all emails.

The department does its best to respond to all emails within two business days between 8 a.m. and 5 p.m. There is no guarantee that e-mails sent after 12 noon on Friday will be answered until Monday. The department requests students extend the same courtesy and answer all emails within 48 hours, excluding weekends.

Access and Confidentiality of Student Records

In accordance with the University of New Hampshire's policy on confidentiality that is based on the Family Educational Rights and Privacy Act (FERPA), the following points summarize faculty obligations in the most commonly encountered situations. Additional information is found in the *Students' Rights, Rules and Responsibilities* handbook.

1. The university considers a student's name, address, class, college major, and attendance to be public information. To request this information confidential for publication purposes, the student must complete a "Non-disclosure Form," available in the Registrar's Office, prior to the beginning of the semester. No information will be made public, including commencement program.
2. All grading information, including test scores, is confidential.
3. Academic advisers are allowed access to advisee's academic records. Faculty may not receive information from any student's file without written, signed permission from the student.
4. Except for private notes (for memory aid purposes only), any files accumulated on an individual student must be made available to that student to view upon request. Unless a student gives his/her written consent, none of this information may be released to a third party.
5. A student may challenge the accuracy of a grade as recorded on the official academic record but cannot challenge the grade itself.
6. Specific to the Department of Nursing only, the following persons have access to student records:
 - a. student's adviser
 - b. department of nursing chairperson
 - c. graduate program in nursing coordinator
 - d. student
 - e. individuals designated by the chairperson for securing and filing information
7. A student desiring a copy of their academic record must contact the registrar's office. Copies of student records are not provided by the Department of Nursing.

Faculty/Staff Mailboxes

Due to confidentiality, students do not have access to department work room. Students must give any documents for faculty/staff mailboxes to one of the Department of Nursing administrative assistants who then places in the mailbox.

III. MASTER'S ACADEMIC REQUIREMENTS

Course Fees

Fees associated with university courses are the responsibility of the student. Fees are posted on Time and Room and are subject to change. See tuition statement for course fee details.

Students are responsible for the cost of any immunizations, health screenings, flu shots or titers.

Select health document requirements may be completed at Health Services during regular business hours. Other costs associated with the nursing program include, but are not limited to, CPR certification, Typhon Group access (NP), criminal background reports, uniforms (DEMN), equipment, licensing exam, and certification exam.

Level Courses

Graduate courses are numbered 800 or 900 level. Graduate credit cannot be earned in courses below the 700 level which are advanced undergraduate courses. Students may take up to 12 credits in 700 level courses for graduate credit, provided such courses are approved by petition signed by the student's adviser, the coordinator of the graduate program, and the dean of the Graduate School and provided they are given in a department other than the one in which the student is seeking the degree, and provided only advanced level undergraduate students are enrolled. Such courses must be taken for a letter grade.

Grading Schemata

The following grades are used at the university: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Graduate credits are normally granted only for course work completed with a grade of B- or higher. A minimum GPA of 3.0 is required to graduate for anyone who enrolls in a graduate program.

Nursing Grading Scale

94 – 100	A	87 – 89	B+	77 – 79	C+	67 – 69	D+
90 – 93	A-	84 – 86	B	74 – 76	C	64 – 66	D
80 – 83	B-	70 – 73	C-	60 – 63	D-	59 or below	= F

B- Grade

Students receiving a grade of B- in any graduate nursing course should consult with their adviser prior to registering for the next semester. The grade of B- is considered an academic warning.

AF Grade

An "AF" grade, administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered a failing grade.

C+ Grades

The dean of the Graduate School may, under limited conditions, approve up to eight credits of C+ grades for graduate credit. **These courses are elective courses outside the student's major area.**

Credit/Fail Grades

A “CR” grade is given for completed, approved thesis, as well as other approved courses and seminars. A graduate student may petition to take an independent study course at the graduate level on a credit/fail basis. Such a petition must be approved by the end of the add period in the term the course is taken.

Audit Grade

An “AU” grade is assigned for completion of courses for which audit approval was granted. No credit is earned.

Incomplete Grades

An “IC” grade is assigned with the approval of the instructor for excused, unfinished work. The work must be completed and submitted to the instructor by the last day of classes of the semester immediately following the one in which the incomplete was granted. A petition requesting an extension of time, approved by the instructor, may be submitted to the dean of the Graduate School. An extension is granted by the dean only under unusual circumstances. An incomplete grade automatically becomes an F, if not resolved, or if a petition for an extension is not approved within the allowed time period. This policy also applies to students who withdraw from the university or who are not currently registered.

IA Grades

An “IA” grade is assigned for approved continuing courses, such as thesis or college teaching praxis, and remains on the record, although it appears only on the grade report the semester in which the student registers, until the course requirements are completed.

IX Grades

An “IX” grade is assigned when the faculty of record does not submit a grade by the deadline set by the registrar’s office.

W Grades

If a student withdraws from the university or drops a course prior to the fifth Friday of classes, the course(s) will not appear on the student’s permanent record. If a student withdraws from the university or, for compelling non-academic reasons, submits an approved petition to drop a course after the fifth Friday of classes, a notation of “W” will show on the student’s academic record. If the withdrawal or drop is after mid-semester, a “WP” or “WF” will show on the record. A “WF” is considered a failing grade.

Credit Rules

Transfer Credit

Students seeking a master’s degree may request that a maximum of two courses, for up to eight semester credit hours of resident courses, completed on the campus of an accredited institution authorized to grant graduate degrees be transferred to count toward their graduate program. All courses presented for transfer must have been completed with a grade of B or better and must have been taken for graduate credit. Courses must be at the graduate level and cannot have been used or be in the process of being used in earning another graduate degree or have been taken while completing a bachelor’s degree.

Transfer of credits must be recommended by the academic adviser, coordinator of the graduate program in nursing, and approved by the dean of the Graduate School. Core courses presented for transfer must have been completed within five years; electives presented for transfer must have been completed within ten years.

Students who wish to take a course at another university for transfer after enrolling at UNH should obtain prior approval from their adviser, the coordinator of the graduate program in nursing and instructor of equivalent course by submitting a petition for variance to academic policy to the Graduate Program in Nursing administrative assistant prior to enrolling in the course. Attach the course description to the petition. Student must submit a transfer credit request form from the Graduate School web site and official transcript to the Graduate Program in Nursing administrative assistant.

Special Student Credits

The special-student rule states that a maximum of three courses for up to 12 credits (whichever is fewer) earned at the University of New Hampshire in graduate courses by a special student (non-matriculated) may, upon recommendation of the coordinator of the graduate program and approval of the dean of the Graduate School, be applied to a student's degree program. The three-course limitation applies to core courses and non-clinical courses completed or in progress on the date when the official letter of admission is written. This number can be reduced if transfer credits are also applied. For other off-campus course rules see the [Graduate Catalog](#).

Academic Standards

Grades below B-, including grades of C or C+ that may have been approved for graduate credit, will, for the purposes of determining academic standing, be considered failing grades. Failing grades (below B-) received in undergraduate courses taken while the student is in the Graduate School are counted in the cumulative total of failing credits. Repeating a course does not remove the original failing grade from the record. Nursing courses can be repeated only once.

Graduate or post-master's students receiving failing grades in six or more credits will be recommended for dismissal from the graduate or post-master's program in nursing to the Graduate School. Students on conditional or provisional status or admitted with stipulations must meet the conditions as stated in the letter of admission in order to remain in the Graduate School.

Progression/Retention/Dismissal

Graduate nursing courses are sequenced. The student must successfully complete courses with a grade of B- or better in order to progress.

Dismissal for Failure to Make Satisfactory Academic Progress

(Note: This procedure is not available to graduate students who have received failing grades in 9 or more credits.)

A department chairperson or a graduate program coordinator, upon the recommendation of the appropriate faculty committee, may recommend dismissal for a student who is failing to make satisfactory academic progress in their program. This recommendation shall be forwarded in writing to the Associate Dean of the Graduate School with a copy to the affected student. The Associate Dean of the Graduate School acts on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the Associate Dean will be notified and after review will notify the student of the decision. If the decision to dismiss stands, a student wishing to enter a formal appeal shall follow the procedure outlined below. A student who has

been dismissed for failure to make satisfactory academic progress may, with the permission of the Dean of the Graduate School, enroll as a special student in courses in his/her program pending a final decision on the appeal.

PRIMARY CARE: FAMILY NURSE PRACTITIONER PROGRESSION, RETENTION, DISMISSAL, POLICY

Regarding progression, retention, and dismissal in the Master's and Post-Masters Primary Care Family Nurse Practitioner (FNP) Program. The UNH Graduate policy for progression applies to all graduate students. In addition, the following applies to all students in the Primary Care FNP Masters and Post Masters Programs:

We believe that graduate level study in Primary Care Family Nurse Practitioner (FNP) program requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in the Family Nurse Practitioner program.

ALL UNH and CHHS Graduate handbook policies apply with the following differences:

If a grade is earned below a B- the implications differ between didactic and clinical courses.

- a. Didactic courses: If a student earns a grade lower than a B- in a graduate didactic course the student will be placed on academic probation for one semester and is required to repeat the course when available which may impact graduation date to achieve above a B- (80) or better on the second attempt. A second attempt course grade of less than B- will result in the student being dismissed from the program, regardless of grade point average.
- b. Clinical courses: A final grade of less than a B- will result in dismissal from the Family Nurse Practitioner graduate program. Students should be referred to the Readmission Policy for guidance on the readmission process.

Change in Program of Study

In the event a student wishes to change his/her program of study, the student must submit a request a change from the Department of Nursing Graduate Program Coordinator. Approval is granted based upon the student's qualifications and entry into the new specialty area is on a space-available basis. When a student changes tracks in the Graduate Program in Nursing, the student follows the curriculum in place at the time the track change occurs.

Program Completion

All degree students must complete program requirements within **six years** from the date of matriculation (admission/ enrollment); all post-master's certificate program students must complete program requirements within **three years** from the date of matriculation.

Independent Study

Students may choose an independent study to gain scope and/or depth in an area of their choice. Sometimes a student chooses to complete selected readings or engage in advanced practice that is not

available in the regular program. A student should meet with her/his academic adviser to discuss objectives for the independent study and identify an appropriate faculty sponsor.

Capstone

NURS 958, Clinical Nurse Leader Capstone, requires clinical nurse leader and NURS 956, Capstone Project Seminar, requires evidence-based nursing students to focus on substantive nursing practice issues and to develop solutions. As the capstone courses for the clinical nurse leader and evidence-based nursing tracks respectively, the student is required to complete a scholarly project under the direction of one to two faculty members in collaboration with agency preceptor. Formal presentation is required. Capstone project is submitted to the faculty member as directed. Co-requisite: NURS 955, Practicum in Advanced Nursing Practice, for EBN students.

For primary care family nurse practitioner students, the capstone course, NURS 939, and for post-master's psychiatric/mental health nurse practitioner students, the capstone course, NURS 988, is the final integrated clinical practicum. For Adult Gerontological Acute Care nurse practitioner students, the capstone course is NURS 858.

Thesis Option

The purpose of the thesis option is to provide the student with a research experience to generate, apply and/or evaluate new knowledge under the guidance of faculty. Students who opt to complete a thesis register for 6 thesis credits. Any student in the graduate program can choose a thesis option. These credits would replace Capstone Project Seminar for students in the evidence-based nursing track, fulfill elective credits, or be above the required credits in a particular track. The thesis option requires independent research culminating in a scholarly paper that conforms to the Graduate School thesis format and formal presentation. Students should refer to the Thesis and Dissertation Manual, available at <https://my.unh.edu/task/durham/graduate-thesis-dissertation-manual> for specific information about deadlines, written presentation, and other regulations.

Human Subjects:

Institutional Review Board (IRB) approval must be obtained for any project/study that involves human subjects. IRB applications can be obtained from the Research Office located in the Service Building on College Road and may be reached at research.info@unh.edu. Tools for UNH researchers may be found on their web site <http://www.unh.edu/research/>.

Thesis Defense:

A formal defense of the research must be successfully completed before final approval of the thesis is granted. Interested members of the student body, faculty, and community are invited to attend the thesis defense.

Registration and Enrollment Policies

The Nursing Department follows all registration and enrollment policies of the Graduate School. These can be found at <https://catalog.unh.edu/graduate/general-information/registration/>

Course Enrollment

Master's and post-master's students must enroll in a course during the first semester of admission, or they will be dropped from the program. If unable to enroll, the student may defer admission to the Graduate School for up to one year. This must be done in writing.

Master's Continuing Enrollment

Unless a leave of absence is granted, graduate students are required to maintain continuous enrollment each semester of the academic year until their degree is formally awarded by registering for course credits, research, or continuing enrollment (GRAD 800). See [Graduate Catalog](#) for more information

Degree Status Discontinued

Students who do not formally withdraw and do not register and pay for course credits, research, or continuing enrollment by the appropriate registration deadline, or do not return from an approved leave of absence, will have their degree status discontinued. Students are notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

Leave of Absence

Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. The procedure for an approved leave of absence requires that students submit a request, available at the Graduate School's website, along with appropriate documentation, prior to the term for which the leave is requested. The dean of the Graduate School, upon recommendation of the student's adviser and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student's program will be extended appropriately. Students on an approved leave of absence are exempt from paying the continuing enrollment fee. Graduate students who do not return from a leave of absence in the allotted time frame will have their degree status discontinued.

Health Insurance Requirement

UNH has a health insurance requirement. All full-time degree students are required to have health insurance as a condition of enrollment. Students must enroll in or waive the Student Health Benefits plan each academic year.

Full information including the enrollment/waiver form can be located at www.unh.edu/health-services/shbp/. Part time graduate students must maintain their own personal health insurance.

IV. GRADUATE PROGRAM IN NURSING OVERVIEW

The Department of Nursing offers a Master of Science (MS) degree in nursing program that prepares nurses for practice roles in a variety of clinical settings and higher education. Graduate study prepares students to assume leadership positions in a variety of nursing roles including primary care and higher education. Advanced practice Programs include Primary Care-Family Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner, Clinical Nurse Leader and Evidence-based Nursing.

The primary care family nurse practitioner (PC-FNP and PM-PC-FNP) student prepares to become a primary care practitioner who provides comprehensive care that includes health promotion, maintenance, and restoration for persons across the life span. The practitioner is able to provide the broad range of clinical preventive services to those who are well or at risk, as well as manage common episodic illnesses, injuries, and chronic illnesses. All students are registered nurses with undergraduate degrees. Upon successful completion of the program, the student is eligible to sit for the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP) certification exam.

The clinical nurse leader (CNL) oversees the lateral integration of care for a distinct group of patients and may actively provide direct patient care in complex situations. The CNL puts evidence-based practice into action to ensure that patients benefit from the latest innovations in care delivery. The CNL collects and evaluates patient outcomes, assesses cohort risk, and has the decision-making authority to change care plans when necessary. This clinician functions as part of an inter-professional team by communicating, planning, and implementing care directly with other healthcare professionals, including physicians, pharmacists, social workers, clinical nurse specialists and nurse practitioners. The CNL role is not one of administration or management. The CNL is a leader in healthcare delivery across all settings, not just in acute care. Implementation of this role will vary across settings. The CNL role is fully described in AACN's Competencies and Curricular Expectations for Clinical Nurse Leader Education and Practice (2013)(<https://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/CNL-Competencies-October-2013.pdf>). In the final semester of program, the student sits for the Clinical Nurse Leader certification exam.

The evidence-based Nursing (EBN) program focuses on developing advanced generalist nursing practice in a focused area of study, promoting interdisciplinary collaboration, fostering life-long learning, and prepares students for the leading edge of health care knowledge and delivery. Students strengthen knowledge and skills in clinical decision-making, application of nursing interventions, and ability to critique and appropriately use evidence as a foundation for practice. In this graduate track, students study nursing as an applied discipline advancing their knowledge of theoretical perspectives for clinical practice, with an emphasis on leadership, the cultural, social, and political context of health and illness, and quality improvement methodologies. Students are mentored in the enactment of leadership strategies to improve quality care in nursing practice through an intensive clinical practicum.

The post-master's psychiatric/mental health nurse practitioner (PM-PMHNP) courses embrace a lifespan perspective in psychiatric mental health diagnostic reasoning, psychopharmacology, individual psychotherapies, and management of complex psychiatric illnesses, giving students an evidence-based framework for comprehensive psychiatric mental health care. The program prepares the NP to qualify for the American Nurses Credentialing Center (ANCC) Psychiatric-Mental Health Nurse Practitioner (PMHNP) certification exam.

The **post-masters adult gerontological acute care nurse practitioner (PM-AGACNP)** prepares the advanced practice nurse (APRN) to perform as an Adult-Gerontology Nurse Practitioner (AGACNP) and increase access to acute care medical and surgical services within the region. The aim of this program is to prepare APRNs at an advanced level to successfully diagnose and manage medical-surgical patients who are acutely or critically ill through prescribing of pharmacologic and non-pharmacologic interventions, coordination of consultations and care, and continued management of chronic illnesses, comorbidities, and end of life needs.

COURSE REQUIREMENTS

Plans of Study

Primary Care Family Nurse Practitioner (PC-FNP) and Post-Master's PC-FNP (PM-PC-FNP) Plans of Study

The MS primary care family nurse practitioner track is a 45-credit-hour. The post-master's primary care family nurse practitioner certificate program is a 12-39-credit-hour program.

Upon admission/acceptance to the graduate/post-master's program in nursing, a plan of study is provided mapping out a full-time or part-time plan of study. If you are unable to follow this program of study, you must notify your adviser, the coordinator of the graduate program in nursing and the administrative assistant, in writing, requesting a revised plan. A minimum of 672 clinical hours is required. For PC-FNP students, curriculum plans, and student progression record can be found in Appendix A-1. For PM-PC-FNP students, curriculum plans, and student progression record are found in Appendix A-2.

Post-Master's Psychiatric/Mental Health Nurse Practitioner (PM-PMHNP) Plan of Study

The post-master's psychiatric/mental health nurse practitioner track is a 20-credit-hour program that can be completed in 12 months, including summer. A minimum of 500 clinical hours is required. A curriculum plan and student progression record can be found in Appendix A-3.

Post-Masters Adult Gerontological Acute Care Nurse Practitioner (PM-AGACNP) Plan of Study

The post-master's adult gerontological acute care nurse practitioner track is a 25-credit-hour program that can be completed in 12 months, including summer. A minimum of 500 clinical hours is required. A curriculum plan and student progression record can be found in Appendix A-4.

Clinical Nurse Leader (CNL) Plan of Study

CNL students complete a minimum of 34 graduate nursing credits and a total of 500 clinical contact hours. Of those clinical hours, a minimum of 300 will be in an immersion experience in full-time practice in the CNL role with a designated preceptor over a 10–14-week period. Curriculum plans, and student progression record can be found in Appendix A-5

Evidence-Based Nursing (EBN) Plan of Study

The evidence-based nursing track is a 30-credit-hour program that can be completed in four semesters of full-time study, including summer. An individualized plan of study is developed in concert with a faculty adviser. A minimum of 112 clinical hours is required. Curriculum plans and student progression record can be found in Appendix A-6.

Non-BSN Student Information

RNs whose baccalaureate degree is in a discipline other than nursing may apply to the master's of science degree in nursing (MS) program and will be considered for the track that is commensurate with their clinical experience based on faculty discretion. A student may request a change in tracks after completing one year of graduate level nursing courses. If approved, a new plan of study is forwarded to the student.

Core Course Requirement

All degree graduate students must complete NURS 968, Nursing Science and Evidence-Based Practice, before entering their specialty. This core course is designed to help students acquire graduate level academic skills, as well as begin to explore advanced practice knowledge. Assignments are designed to help students become proficient in abstract, analytical, creative, and critical thinking. This is achieved through academic writing, seminar participation, and evidence-based investigation. The remainder of the curriculum assumes these abilities as a base and focus on the integration and application of advanced knowledge and reasoning.

Electives

If a student chooses, electives may be taken above the required course of study.

Course Sequencing

The specialty courses are also sequenced with pre- or co-requisites. Students may visit <https://catalog.unh.edu/graduate/course-descriptions/nurs/> to view course descriptions. Students are encouraged to plan both course selection and course assignments keeping in mind their career goals. Most course assignments allow students to focus on a population, topic, or problem of interest to the student. To develop an in-depth knowledge of topics important to one's future competence, a topic may be pursued from various perspectives in two or more courses (e.g. review and critique of the research base in NURS 968, physiologically in NURS 908, or from a planned change perspective in NURS 901). Prior course work can also serve as the basis for thesis or project work.

Clinical Courses

The following courses require clinical experiences: NURS 936 (168 clinical hours), NURS 938 (168 clinical hours), NURS 939 (336 clinical hours), NURS 952C (300 clinical hours), NURS 958 (200 clinical hours), NURS 955 (minimum of 112 clinical hours), NURS 986 (125 clinical hours), and NURS 987 (125 clinical hours), NURS 988(125 clinical hours), NURS 989 (125 clinical hours), NURS 852 (125 clinical hours), NURS 855 (125 clinical hours), NURS 857 (125 clinical hours), NURS 859 (125 clinical hours).

Clinical Placement

EBN students are placed in clinical sites in conjunction with the clinical coordinator and the faculty teaching the clinical course. CNL students: see "Clinical Immersion Placement and Selection Guidelines NURS 952C" page 33. Students may request a particular clinical placement if site is available and faculty agree on the appropriateness of the placement.

Responsibilities in Clinical Courses

1. Clinical documents are submitted and remain up to date (See handbook *Section V. Clinical Placement Documentation*)
2. Provide own transportation to clinical agencies.
3. Provide own professional equipment.
4. Students follow agency policy on infection prevention and control and notify clinical faculty when ill.
5. Hold current student or professional liability coverage.
6. Format for student signature on notes in clinical:
NP students: First initial. Last name SNP (for student nurse practitioner), UNH
(Example: F. Nightingale SNP, UNH)
7. ID badge holder from Department of Nursing with UNH ID from ID Office.

V. DIRECT ENTRY MASTER'S IN NURSING OVERVIEW

The Direct Entry Master's in Nursing Program is a five-semester, 63-credit, full-time course of study, beginning in January of each year and includes two summers. Students are admitted to the MS program with the following stipulation: must pass NCLEX-RN prior to completion of program. Stipulation is removed once the RN license is received. Students are eligible to take the NCLEX-RN after completing a total of 57 credits of accelerated study.

Students sit for the Clinical Nurse Leader national certification examination in their final semester. Students graduate as an advanced generalist with a Master's of Science (MS) degree in nursing and upon passing certification examination, as a Clinical Nurse Leader (CNL). The CNL is a role in the field of nursing designed to provide master's-prepared, point-of-care nurse leaders with the ability to manage and solve complex patient problems within a systems framework anywhere healthcare is delivered. As part of the CNL curriculum, students study master's level research in health promotion and illness management. Students complete a clinical immersion experience of 300 clinical hours. Students conclude their CNL master's preparation during an additional 200-hour clinical capstone project with seminar.

The CNL oversees the lateral integration of care for a distinct group of patients. The CNL puts evidence-based practice into action to ensure that patients benefit from the latest innovations in care delivery. The CNL collects and evaluates patient outcomes, assesses cohort risk, and has the decision-making authority to change care plans when necessary. This clinician functions as part of an inter-professional team by communicating, planning, and implementing care directly with other healthcare professionals, including physicians, pharmacists, social workers, clinical nurse specialists and nurse practitioners. The CNL role is not one of administration or management. The CNL is a leader in healthcare delivery across all settings, not just in acute care. Implementation of this role will vary across settings. The CNL role is fully described in AACN's Competencies and Curricular Expectations for Clinical Nurse Leader Education and Practice (2013)

(<https://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/CNL-Competencies-October-2013.pdf>).

DIRECT ENTRY MASTER'S IN NURSING COURSE REQUIREMENTS

Plan of Study

Upon admission to the Direct Entry Master's in Nursing Program, students follow the five-semester plan of study. See Appendix A-7. The Department of Nursing subscribes to the practice that selected nursing courses may be offered via an online or hybrid online format. Upon completion of 57 credits, the student has fulfilled the New Hampshire Board of Nursing requirements for eligibility to take the National Council Licensure Examination (NCLEX-RN). Upon successfully passing the NCLEX-RN, students are able to begin practice as a Registered Nurse (RN) while they complete the requirements for the Direct Entry Master's in Nursing Program in the area of Clinical Nurse Leader.

Failure to be successful after two attempts on NCLEX-RN may result in dismissal from the program. Students are encouraged to develop a remediation plan with their adviser after their first NCLEX attempt. Students must hold an unencumbered RN license prior to September 1st to graduate from the program. Students with remediation plans that include enrolling in GRAD 800, Continuing Enrollment, must obtain signed permission from the faculty teaching a course to audit.

Research Pre-requisite

Knowledge of the basic processes and methods of research is necessary for students entering the DEMN program. While many undergraduate programs include a research methods course, not all programs do so. If you have no background in research, we strongly recommend enrollment in an introductory research course or self-study of this content prior to matriculation in the DEMN program.

Departmental Policy for Direct Entry Master's Students

Students in the Direct Entry Master's in Nursing Program are admitted to the Graduate School with the following stipulation: must pass NCLEX-RN prior to completion of program. Stipulation is met upon passing the NCLEX for RN licensure.

Students are to successfully complete the designated course requirement sequence as outlined in the *Graduate Catalog* and in this handbook. Successful completion in nursing courses is defined as passing each course with a grade of B- (2.67) (80) or better. Students must successfully complete each clinical course before advancing to the next. Theory courses are sequenced and must be taken as noted in the *Graduate Catalog*.

It is the responsibility of the student to become familiar with the academic rules and regulations of the Graduate School as well as requirements for their own academic program.

Responsibilities in Clinical Courses for DEMN Students

1. At no time should a student contact the clinical agency prior to clinical placement/ orientation.
2. Students follow agency policy on infection prevention and control and notify clinical faculty when ill.
3. Have all up-to-date clinical documents on file in Department of Nursing.
4. Provide own transportation to clinical agencies.
5. Provide own uniforms and professional equipment.
6. Hold current student or professional liability coverage (provided by UNH).
7. Format for student signature on notes in clinical:
First initial. Last name SN (for student nurse), UNH (Example: F. Nightingale SN, UNH)
8. Students may not participate in transporting any patient or family member between facilities and home.

Centralized Online Orientation Program©

Academic Year: 2021 – 2022
For students **new** to the Online Orientation

Instructions for **Creating** a Student User Account – Academic Year: 2021-2022 Self-Registration – Creating a User Account

- Go to the Online Orientation program: www.mcnplacement.org/orientation
- **Do Not** access via learning module system sites (i.e. "Blackboard-like" sites).
- Click the "Login/Register" link in upper right corner of screen.
- Click the "click here to register" link to access the registration form.
- Complete the registration form. If you have one, please use your school-based email address. If not, use an email address you check frequently.

Logging In

- After registering, you will be returned to the Login page.
- Enter your username and password and click the "log in" button to log in.
- If you forget your account information, click the "Click here for help link" to receive instructions to access your account.

Please plan 2-4 hours to complete the modules.

STEP 1: Complete the centralized modules and post-tests.

- a. Login to your account. Click on each module's link in the top horizontal toolbar and review the content. Each module has several sub-sections. Use the links in the left-margin to access each sub-section.
- b. Complete a post-test for each module (the last link in each module's sub-section list). You must score 100% on each post-test. You may retake a test until a score of 100% is achieved.
- c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **NOTE:** you must login to take a post-test or to continue a saved post-test.
- d. Once you successfully complete the four post-tests, you will automatically be taken to the:
 - a. Electronic Acknowledgement Form – complete the form.
 - b. Online Orientation evaluation – complete the evaluation.

If you know your upcoming clinical assignment(s) you may continue to Step 2. If not, log out and return once your education program confirms your clinical assignment(s).

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

- a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed in Step 2.
- b. Select your clinical assignment from one of the two health care organization (HCO) drop down menus. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your assignment list.

Note: By clicking "Submit" you give permission for your name, student ID, and email address to be provided to the health care organization where you will have clinical.

STEP 3: Review all posted HCO facility-specific material. (Clinical Assignment Ticket becomes accessible following completion of Step 3.)

- a. Click on the yellow-highlighted HCO's name for the placement assignment you have just added. This will take you to the facility-specific page for this organization.
- b. Review, complete and/or print the HCO's facility-specific orientation material. Some material may open in a new browser window.
- c. **Print** a copy of your Clinical Assignment Ticket. Submit to your clinical instructor according to your school's guidelines.
- d. A Clinical Assignment Ticket is needed for **each** clinical assignment/HCO you go to.

Centralized Online Orientation Program©
Academic Year: 2021 – 2022
For Returning Students to the Online Orientation

Returning Student (Re-certification) Instructions - Academic Year: 2021-2022

Your Online Orientation Certification is valid for 1 year: July 1 of the current year to June 30 of the following year. Annually you need to review/update your user account information, review the modules, complete the post-tests, enter a clinical assignment, and complete any posted facility-specific material.

Updating Your User Account Information

- Access the Online Orientation program: www.mcnplacement.org/orientation
- **Do Not** access via learning module system sites (i.e. "Blackboard-like" sites).
- Click the "Login/Register" link in upper right corner of screen.
- Login using your current username and password. The site will remember you.
- If you forget your account information, use the "Click here for help link" to receive instructions to access your account.
- Update your Student Program Level/Year for the new academic year.
- Click the "Save Changes" button to update and save your registration information.
- You are now able to proceed to Steps 1 – 3.

Please plan 2-4 hours to complete the online orientation.

STEP 1: Complete the centralized modules & post-tests.

- a. Login to your account. Click on each module link in the top horizontal toolbar and review the content. Each module has several sub-sections. Use the links on the left-margin to access each sub-section.
- b. Complete a post-test for each module (the last link in each module's sub-section list). Use the content in the modules to answers to the questions. You must score 100% on each post-test. You may retake a test until a score of 100% is achieved.
- c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **Note:** you must log in to take a post-test or to continue a saved post-test.
- d. Once you successfully complete the post-tests, you will automatically be taken to the:
 - a. Electronic Acknowledgement Form – complete the form.
 - b. Online Orientation Evaluation – complete the evaluation.
 - c. If you know upcoming clinical assignment(s) continue to Step 2. If not, log out.

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

- a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed for Step 2.
- b. Select your clinical assignment from one of the two health care organization (HCO) drop down menus. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your assignment list.

Note: By clicking "Submit", you give permission for your name, student ID, and email address to be sent to the HCO where you will have clinical.

Reminder: Access to your Clinical Assignment Ticket is activated after you complete Step 3.

STEP 3: Review all HCO facility-specific material.

- a. Click on the yellow-highlighted HCO's name for the placement assignment you have just added. This will take you to the facility-specific page for this organization.
- b. Review, complete and/or print all of the HCO's facility-specific orientation material. Some material may open in a new browser window.
- c. **Print** a copy of the Clinical Assignment Ticket. Submit to your clinical instructor according to your school's guidelines.
- d. A Clinical Assignment Ticket is needed for **each** clinical assignment/HCO you go to.

Clinical Orientation/Blood-borne Pathogens Training

All DEMN students must successfully complete the Online Orientation Modules located on the Centralized Clinical Placement site by January 15th of their first year and between August 1st and August 15th, for their second year of study. Successful completion is when all post-tests have been passed with a score of 100%. The tests may be retaken until 100% is achieved. For each semester they are enrolled in clinical courses, the student must go into the orientation site and complete the facility-specific orientation materials for the facilities where they are assigned. A clinical ticket can be printed after visiting the facility-specific area and it is required to begin at each facility. The assignment tickets must be turned into the clinical instructor on the first day of clinical. Failure to submit a clinical ticket prohibits the student from attending clinical and will result in failure of the course.

Blood-borne pathogen training and HIPAA training are included in the online orientation.

Professional Dress Policy

DEMNs Students must purchase the required **uniform** from the approved vendor. **Shoes** must be closed toe, all white or all black and may be clog or athletic style, no running shoes, and no canvas. The student nurse **name badge** holder and clip must be picked up from the Department of Nursing office and must always be worn and be visible, i.e. if the lab coat is being worn, the name badge should be on the outside on the lab coat. The student's UNH ID is inserted into the badge holder.

During select rotations, students may wear professional attire which is outlined during orientation to the course. Jeans or slacks made from denim material are **not acceptable**. Closed toe shoes must always be worn.

- Whenever possible, visible tattoos should be covered.
- Uniform includes scrub top, scrub pants, and 3/4 length sleeve lab coat for women and long sleeve lab coat with sleeves rolled to 3/4 length for men, for infection prevention. A 3/4 sleeve, all white or all black jersey may be worn under scrub top; the approved gray fleece vest purchased through SNO may be worn over scrub top.
- Scrub pants with drawstring must tie and all styles must be at waist.
- Visible body jewelry worn during clinical practice is limited to a wedding ring and one pair of stud earrings.
- The wearing of any nail polish, artificial fingernails or extenders is prohibited.
- Hair color must be in the range of naturally occurring hair colors.
- No hair accessories may be worn while in the clinical agency with the exception of the following: must be clean, functional, and unadorned.
- Students need a watch with a second hand rather than a digital readout.
- Students must purchase goggles and bring to clinical agency/lab. Goggles may be purchased at the UNH bookstore, Durham Book Exchange, or any uniform shop. The glasses used in microbiology are acceptable. Many hospitals supply a facemask with shield that is acceptable eye protection.
- Bandage scissors (5 ½"), clipboards (optional), pen lights (optional), and stethoscopes may be purchased through the Student Nurse Organization or other vendors.
- To avoid environmental triggers for illness, students must be free of perfumes and body odor is unacceptable when in the simulation lab and clinical agency.

Class / Clinical / Simulation Lab Absence Policy

It is expected that students will be present and on time at all scheduled class/clinical/simulation lab experiences. Clinical competencies and course objectives are achieved through clinical learning. However, the faculty recognizes that reasonable accommodation must be made for illness and non-course professional activities with some consideration given for other emergencies.

The Department of Nursing supports the professional development of nursing students in its programs. Students who wish to participate in extracurricular professional activities that cause them to miss either clinical/simulation laboratory or classroom time during a course are required to make prior arrangements with the course faculty to develop a plan for meeting course objectives in advance of their attendance or participation in any extracurricular professional activities.

Therefore, each clinical faculty member may determine on an individual basis what, if any, alternative learning experiences may substitute for absences. Absence of three or more days results in dismissal from the program. Clinical days are defined as number of hours per day as stated in course syllabus. Incomplete clinical days are defined as those days where the student does not meet the required number of daily clinical hours established in the course syllabus. Make-up of class/clinical/simulation lab absences will be addressed on an individual basis by the clinical faculty member in collaboration with the student's adviser as needed.

When students are required to make up clinical sessions to achieve the required clinical competencies, the student may be required to pay a \$60 per hour fee. The determination regarding fee levy is made on an individual basis by the clinical faculty member in consultation with the course coordinator. Fees are required when faculty overtime is needed to make up a clinical session. The time established for clinical makeup will be determined by faculty and must be made up within the semester in which the course is taken.

In the case of inclement weather, students must use their own judgment regarding travel to clinical sites. Students are not expected to risk their personal safety in order to attend clinical, but time for missed clinical will have to be made up if the university has not officially closed. If the university remains open and a student did not attend clinical, the student may be required to pay a \$60 per hour fee for the missed clinical hours. This determination will be made in conjunction with the student, the clinical faculty, the course coordinator, and the chair.

If the clinical faculty member cancels clinical but the university remained open, this clinical day must be made up by the last day of the semester. However, if the university curtails operation, the student is not required to make up the hours.

Clinical Placements and Travel

Students may not participate in transporting any patient or family member between facilities and home.

There are four clinical courses during the first twelve months of the program. The clinical sites are determined by the focus of the course, the availability of placements, and the faculty teaching. The goal of the program is to provide a wide range of experiences, which enhance the overall learning. Factors

that are considered are the size of the unit, level of care offered, the cultural diversity of the pertinent population, and the geographic location. The assignments to sites are determined by a system that is designed to address both the goals of the program as well as the learning needs of the students. Students should be prepared to travel up to two hours or more to some clinical sites. Students are responsible for their own transportation.

Clinical Immersion Placement and Selection Guidelines NURS 952C

University of New Hampshire clinical nurse leader nursing students participate in a clinical immersion experience. Pre-licensure students participate the semester prior to the NCLEX-RN. This opportunity provides an invaluable experience for students to integrate their knowledge and clinical skills into the professional nursing role. Because we are guests at our clinical agencies and because immersion placements are highly competitive with other area nursing programs, we have developed the following guidelines for student placement and selection.

- At no time shall a student initiate direct contact with an agency or non-course faculty to request a placement.
- Course faculty meet with students prior to beginning the placement process to discuss the process and answer student questions.
- Students are provided with a list of potential agencies from which to choose their unit interest and geographic preferences.
- Clinical nurse leader graduate students are required to submit a resume, a cover letter, and their top 3 geographic region and unit preferences for placement by August 15th prior to their immersion experience to the clinical site coordinator. Course faculty review student preferences with the clinical site coordinator and the clinical site coordinator contacts agencies to arrange placement.
- Students may be contacted directly by the agency for an interview. If contacted by the agency, students must notify their course faculty.
- There are no guarantees about placement. If circumstances change and sites cannot accommodate a student, we must consider other possibilities.
- If students need guidance regarding specialty or placement options, they must contact their course faculty directly or adviser.
- Clinical nurse leader direct entry students are placed at the same site for NURS 952C and NURS 958.

Capstone

NURS 958, Clinical Nurse Leader Capstone, requires clinical nurse leader students to focus on substantive nursing practice issues and to work to develop solutions. As the capstone course for the clinical nurse leader track, the student is required to complete a quality improvement project under the direction of a faculty member in collaboration with the agency preceptor. Capstone project is submitted to the faculty member and presented as directed.

RN License

Direct Entry Master's in Nursing students must arrange to take the NCLEX-RN prior to graduation from the program. RN licensure is a condition of graduation. Students should be aware of state licensing

regulations when they apply for licensure. Review state board of nursing web sites including New Hampshire: <https://www.oplc.nh.gov/nursing/>; Maine: <http://maine.gov/boardofnursing/>; Massachusetts: the Massachusetts Board of Registration in Nursing has contracted with [Professional Credential Services](#), Inc. (PCS), Nashville, Tennessee, for the dissemination and processing of applications and forms.

VI. CLINICAL PLACEMENT DOCUMENTATION GRADUATE PROGRAM IN NURSING AND DIRECT ENTRY MASTER'S IN NURSING

Overview

Students entering the Graduate Program in Nursing are required to submit the following current documentation by due date noted using forms found on nursing Canvas site under MS or DEMN Student Resources. Examples are found in appendices of this handbook and are intended for information purposes only. Do not tear or copy forms from this handbook.

Graduate Program in Nursing CNL and EBN students must submit current clinical placement documents to the Graduate Program in Nursing's administrative assistant; **PC-FNP** and **PM-PMHNP, PM-AGACNP** and **DEMN** students must upload current clinical placement documents into Typhon.

It is the student's responsibility to subsequently keep these documents up to date throughout program, including summer, regardless of summer registration through graduation. Failure to comply with this policy will result in a \$100 late fee and loss of clinical time that may affect progress towards graduation. It is the student's responsibility to provide clinical documents to agency, if requested.

Clinical Documentation Requirements for all Graduate Students

See appendix for sample documents. Download current documents from Canvas site.

- Health assessment completed yearly within the last 12 months (see Appendix B-1a)
- 2-step PPD/QFT-G (proof of 2-step PPD or QFT-G negative results required yearly; if positive PPD, chest X-ray is done one time and written documentation of no active disease is required yearly). QFT-G is an alternative to PPD for those who have had a BCG vaccine or are allergic to the PPD test. See Appendix I for more information MMR and Varicella titers; one time (see Appendix B-1c/B-1d)
- Hep B titer: one time (see Appendix B-1b/B-1d)
- Proof of Tdap within last ten years; one time. If Tdap is older than 10 years, submit Tdap documentation and documentation of Td booster (see Appendix B-1b/B-1d)
- Flu vaccine due as noted (see Appendix B-1b/B-1d)
- CPR certification – American Heart Association – Basic Life Support Provider only
- Background Check via Verified Credentials (see appendix B-1f)
<http://scholar.verifiedcredentials.com/?organization=unh>

DEMN Students must provide items listed in “Clinical Documentation Requirements for all Graduate Students” section above, plus:

- New Hampshire State Police Criminal background reports
<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/documents/dssp256.pdf>
- Drug/alcohol testing – arranged by Department of Nursing
- BEAS form yearly found at <http://www.dhhs.nh.gov/dcbcs/beas/documents/consent.pdf> (see Appendix B-1g)

FNP/EBN/CNL Students must provide items listed in “Clinical Documentation Requirements for all Graduate Students” section above, plus:

- New Hampshire State Police Criminal background reports
<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/documents/dssp256.pdf>
- Drug/alcohol testing – arranged by Department of Nursing
- BEAS form yearly found at <http://www.dhhs.nh.gov/dcbcs/beas/documents/consent.pdf> (see Appendix B-1g)
- Liability insurance - students are covered under the University of New Hampshire liability insurance policy. Personal liability insurance, although not required, may be desired.
- Proof of education on blood borne pathogens yearly
- Proof of health insurance
- Proof of RN Licensure
- Copy of Resume

PM-PMHNP and PM-AGACNP Students must provide items listed in “Clinical Documentation Requirements for all Graduate Students” section above, plus:

- Liability insurance - students are covered under the University of New Hampshire liability insurance policy. Personal liability insurance, although not required, may be desired.
- Proof of education on blood borne pathogens yearly
- Proof of health insurance
- Proof of RN Licensure
- Copy of Resume

All documents must remain up to date through program completion. Failure to comply with this policy results in a \$100 late fee and loss of clinical time, which may affect progress towards graduation. The student may not attend clinical experiences if this information is not on file in the department by due date. A \$60 per hour fee is assessed, if clinical make up hours are allowed (direct entry students only).

The University of New Hampshire, Department of Nursing may furnish clinical documents to third parties in order to fulfill its official responsibilities to clinical agencies.

Criminal Background Check Policy

Purpose

The University of New Hampshire Department of Nursing is committed to providing the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of nursing licensure is to safeguard life, health, and the public welfare of the people of this.

state. In order to protect the people of the State of New Hampshire from the unauthorized, unqualified, and improper application of services of individuals in the practice of nursing, a criminal background check is required on all nursing students.

Scope

This policy applies to all pre-licensure undergraduate, pre-licensure and licensed graduate nursing students.

Policy

- a. Satisfactory results of a criminal background check are required to progress in the nursing program. Refusal to provide consent for investigation will result in exclusion from nursing courses and termination from the nursing major.
- b. Criminal background information released to the Department of Nursing will be used only for purposes of assisting in making decisions about continued matriculation in the nursing major. Certain convictions may be considered a disqualifying factor for continuation in the nursing major. The UNH College of Health and Human Services Dean's Office and the Department of Nursing Student Affairs Council will be notified of any adverse reports.
- c. If a background check includes information that the student claims is untrue or inaccurate, these concerns or issues must be addressed by the student to the Bureau of Criminal Identification for resolution.
- d. The University of New Hampshire Department of Nursing may furnish criminal records information to third parties in the course of fulfilling its official responsibilities to clinical agencies.
- e. Criminal background information will be maintained in a secure file with access limited to the department chair. The results will be maintained separate from the student's academic file and will be destroyed once the individual is no longer in the nursing program.
- f. Students have an obligation to report any criminal conviction to the department chair within 30 days of its occurrence.
- g. The department chair will review the results of all criminal background checks. If adverse information deemed to be relevant to the applicant's suitability for nursing student status is obtained, the chair will notify the student in writing.
- h. The student will have 14 days to respond to the information either in writing or, if appropriate, by meeting with the department chair.
- i. If a student is disciplined through the Office of Community Standards, the student must notify the chairperson within 30 days.
- j. Criminal background reports are non-transferrable.

Obtaining a Background Check

All students shall request a current personal criminal history report from the student's current state of residence and any state lived in within the last seven years via Verified Credentials and via New Hampshire State Police, regardless of residency.

a. Verified Credentials criminal background requests must be obtained from

<http://scholar.verifiedcredentials.com/?organization=unh>. Use code for “Background Check” or Background Check + Statewide” found in appendix. Expenses associated with the background check are the sole responsibility of the requesting student. Reports are automatically shared with the Department of Nursing from Verified Credentials.

b. New Hampshire State Police background requests must be obtained from

<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/documents/dssp256.pdf>. Expenses associated with the background check are the sole responsibility of the requesting student. Submit form and payment to address shown on form.

Convictions

a. The existence of a conviction does not automatically terminate an individual from the nursing major. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and successful efforts toward rehabilitation.

b. Any decision to terminate a student with a conviction is solely at the discretion of the department chair in consultation with the Student Affairs Council.

Drug and Alcohol Testing Policy

Purpose

The Department of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations, and sanctions. Although not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B).

The Department of Nursing has both the right and the responsibility to dismiss/suspend from the nursing program any student whose conduct compromises patient safety. Pre-licensure or registered nurse students who use illegal drugs and/or misuses or abuses prescription drugs or alcohol pose a risk to patients, other students, and faculty.

Scope

This policy applies to all undergraduate and graduate students.

Pre-clinical Drug Testing

1. Policy
 - a. FNP, PM-FNP, EBN, CNL and DEMN students are required to undergo drug testing prior to beginning their clinical experiences. PM-PHMNP and PM-AGACNP students will be tested in accordance with the requirements of clinical location.
 - b. Students are responsible for all costs associated with required pre-clinical drug testing.
 - c. If a student is unable to supply testable sample, the student will be required to repeat test at the student’s expense at a time to be determined.

- d. Failure to appear at the scheduled testing time is considered a positive test result and will result in a \$100 fine. Student will have drug/alcohol test at the student's expense and at a time to be determined.
 - e. Rescheduling is allowed only for good cause.
 - f. There are no exceptions to this policy.
- 2. Reporting of screening results
 - a. The Chairperson of the Department of Nursing will receive all drug/alcohol screening reports. Individual detailed test results will remain with the testing agency.
 - b. The Chairperson of the Department of Nursing will maintain a confidential database including all pre-clinical drug screening results in a secured area.
 - c. Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date.
(Note: Completion of a pre-clinical drug/alcohol screening does not guarantee every clinical agency will accept this screening and allow the student to participate in clinical experiences at the health care facility, or that every state will accept the individual as a candidate for licensure.)
 - d. Results of drug screening will be separate from the student's academic file and will be destroyed once the individual is no longer in the nursing program.
- 3. Pre-clinical screening test result
 - a. The Chairperson of the Department of Nursing will notify any student of the positive test result and schedule a follow-up conference within three days. Failure to attend this conference may result in immediate dismissal from the nursing program.
 - b. An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing.
 - c. Negative dilute: the cost of repeated drug test, as a result of failure to provide a negative test sample, will be borne by the student; repeat random test may occur.

Random Drug and Alcohol Testing

- 1. Policy
 - a. Students are subject to random drug and alcohol screening program throughout their enrollment in the nursing program.
 - b. Students are responsible for all costs associated with this random testing program. A one-time fee is assessed in course as noted.
 - c. If a student is unable to supply testable sample, the student will be required to repeat test at the student's expense at a time to be determined.
 - d. Failure to appear at the scheduled testing time is considered a positive test result and will result in a \$100 fine. Student will have drug/alcohol test at the student's expense and at a time to be determined.
 - e. Rescheduling is allowed only for good cause.
 - f. There are no exceptions to this policy.
- 2. Reporting of screening results
 - a. The Chairperson of the Department of Nursing will receive all drug/alcohol screening reports. Individual detailed test results will remain with the testing agency.

- b. The Chairperson of the Department of Nursing will maintain a confidential database including all pre-clinical drug screening results in a secured area.
 - c. Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate.
- 3. Positive random drug screening test result
 - a. The Chairperson of the Department of Nursing will notify any student of the positive test result and contact the student within three (3) days to schedule a conference. Failure to attend this conference may result in immediate dismissal from the nursing program.
 - b. An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing.

Onsite Drug/Alcohol Testing

- 1. Policy
 - a. Students who appear to be under the influence of drugs/alcohol may be required to undergo immediate drug/alcohol testing and will be unable to return to the clinical site unless and until it is determined that he/she may safely do so. If a faculty member/preceptor observes or is informed that a student is, or appears to be, under the influence of intoxicants at the clinical site, the faculty member will meet immediately with the student. It is the student's responsibility to secure safe transportation home from the clinical agency.
 - b. UNH's clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student from patient care.
 - c. The faculty member will inform the Chairperson of the Department of Nursing or designee as soon as is practical to do so that a student has been removed for suspicion of drug/alcohol use. The faculty member will provide written documentation supporting the decision to the Chairperson of the Department of Nursing as soon as is practical to do so.
 - d. The drug/alcohol testing will occur at the clinical site following the faculty member's decision to remove the student. The faculty contacts the contracted drug testing provider, who will perform drug testing. Failure to comply may result in immediate dismissal from the nursing program. The student is responsible for all costs associated with any incident-specific drug/alcohol screening tests. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report a positive test result to the Board of Nursing.
 - e. Within three days of receipt of the results of the Onsite drug testing, the student will attend a follow-up conference. Failure to attend this conference may result in immediate termination from the nursing program.

Re-testing

The student may request a review of a reserved test sample by a second laboratory approved by the certified Medical Review Officer. The student is responsible for all costs related to this review and any additional testing.

Sanctions

At the follow-up conference with the student, the clinical instructor, course coordinator, and department chair will discuss the clinical incident and any disciplinary action that may be necessary.

1. If the student's drug/alcohol screening test done in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety. If it is determined that patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated.
2. A positive test result or other conclusive evidence of violation of this policy may result in the issuance of a grade of "AF" for the clinical course and/or program dismissal or university dismissal.

VII. RESPONSIBILITIES IN CLINICAL SETTING

Education on Blood-borne Pathogens Training

Because of the direct involvement with patients, all nurses and nursing students are at risk for exposure to body fluids, which may be infected with Hepatitis B or HIV. The OSHA guidelines on the transmission of blood-borne pathogens are presented to students with additional information or training provided by the clinical site when warranted.

Graduate Program in Nursing: NP students upload evidence of education on blood-borne pathogens training to Typhon Group; EBN and CNL students submit to the administrative assistant prior to entering any clinical course. Direct Entry: see "Clinical Orientation/Blood-borne Pathogens Training" p. 16-17.

In the event that a student is exposed to body fluids in the clinical setting, the following steps should be followed:

- Initiate the antiseptic procedures following exposure
- Notify the clinical instructor and/or preceptor immediately
- Initiate the agency protocol for exposure
- Consider post-exposure prophylaxis as defined by CDC
- Complete agency incident report
- The clinical instructor must document the clinical incident within 7 days of occurrence and submit a report to the chair of the Department of Nursing. The "Unusual Occurrence Report" form is found on nursing Canvas and Appendix F.
- Health Services will provide post-exposure treatment and management during regular business hours. The student is responsible for all costs incurred as a result of the exposure incident.

Student Occurrences in Clinical Setting

Patient Situations

In the event a student is involved in a patient care incident, two incident reports should be completed:

1. Incident report according to the procedure and policy of the clinical agency, and
2. The UNH Department of Nursing “Unusual Occurrence Report Form” found in Appendix F.

Student Situations

In the event a student becomes ill or injured in the clinical setting, it is expected that the clinical instructor will submit in writing within 24 hours to the Department of Nursing chairperson a description of the incident. The “Unusual Occurrence Report” form is found on nursing Canvas and Appendix F. Included in the report should be the name of the student, agency and unit, date, and time incident occurred, and details of situation including description of student’s symptoms, behavior and/or injury sustained, and treatment received. A statement of follow-up care should be included when appropriate. After review by the Department of Nursing chairperson, a copy of the “Unusual Occurrence Report” form should be submitted to the student’s faculty adviser who will place the document in the student’s file. The student is responsible for all costs associated with illness or injury.

VIII. NURSING SIMULATION LABORATORY

Policies and Procedures

The University of New Hampshire, Department of Nursing Simulation Lab (NSL) includes manikins, task trainers, and clinical equipment to facilitate student learning and manage various patient conditions and nursing procedures. The NSL is considered a clinical setting and subject to the UNH Department of Nursing code of conduct. The following policies, procedures and consents are in effect for the duration of the program of study.

Introduction

The goal of the NSL is to promote safe, knowledgeable, and effective nursing care by demonstrating and reinforcing the highest level of performance and readiness. The NSL is an environment to support the student’s clinical experience, educate, enlighten and to promote empowerment. Scenarios and simulation experiences are related to the didactic course objectives. Simulations and case scenarios mimic the clinical setting and are designed to help the student develop problem-solving and decision-making skills. Simulations include all environmental factors to make learning realistic and authentic. The simulations help students think on their feet and facilitate the transition from lab to clinical. The faculty will provide debriefing and positive feedback; students will self- analyze their performance and use critical thinking during the reflection process. For an enhanced learning experience, students must come to the NSL prepared.

Confidentiality

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. Discussion of scenarios or information is considered a violation of the UNH Department of Nursing privacy policy. All students are required to sign a confidentiality statement before participation in the NSL. Students are not to discuss their NSL experiences or scenarios outside of the appropriate classroom context. Students will be reminded throughout the course of confidentiality issues. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA). These requirements include the electronic health record documentation system used both in clinical and in NSL. Any student flagged as entering another student's record will be considered in direct violation of HIPAA and will result in immediate failure of the clinical course.

Multimedia Recording

Experiences in the high-fidelity simulation rooms may be photographed, videotaped or audio recorded by faculty. These recordings are for educational purposes and debriefing opportunities with the appropriate faculty, staff, and students. The confidentiality agreement (see appendices), signed by the student, protects privacy, and discourages inappropriate discussion of the photo or video contents or the student's performance in the simulation scenario. Any viewing or publication outside of the classroom is unacceptable and unethical and may result in dismissal from the nursing program. Student photography, videotaping, and/or audio recording are not allowed in the NSL without faculty permission. Students and faculty should conduct themselves professionally as they would in any clinical setting since all interactions can be recorded.

NSL Conduct/Behavior

The UNH Department of Nursing NSL is considered a clinical site. As such, all policies listed in the UNH Department of Nursing Student Handbook for clinical responsibilities apply to the NSL. All students must act in a manner that does not disturb the academic activities occurring in the NSL. No student shall infringe upon the privacy, rights, privileges, health, or safety of other student users. The NSL storage rooms are located within the NSL and the Department of Nursing in Hewitt Hall. These spaces are for faculty only.

There is no eating or drinking allowed in the NSL. Students who have medical reasons to eat or drink should discuss exceptions with the NSL instructor prior to using the NSL. Cell phones and pagers MUST be turned off during all NSL experiences unless the device is being used as a nursing or medical resource.

All NSL manikins are to be treated as if they were live patients. Do not sit on the beds; the bed is considered the patient's private space. Students are only allowed in-patient beds when assuming the role of the patient. Please remove your shoes when doing so. Manikins are not to be removed from the beds unless it is part of the skill assignment (ex. mechanical lift). These manikins are very expensive. Please get the assistance of NSL staff if a mannequin must be moved. If parts on a manikin require changing, obtain assistance of NSL staff. Various approved lubricants may be used for skills such as airway suctioning, Foley catheter insertion, etc., and should be used sparingly. Do Not use any other lubricant other than ones approved by the instructors.

Please do not use newspaper, Betadine, or ink pens near the manikins – it will indelibly stain them. Do not use NSL equipment for any purpose other than its intended use. Anyone abusing NSL equipment will be asked to leave the NSL and may be held financially responsible for broken or missing equipment. If you notice something is broken, please notify NSL staff immediately. If you notice anything that needs restocking (gloves, paper towels, etc.), please notify NSL staff. Students may be dismissed from the NSL

as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional; this includes conduct outlined in the [Graduate Policy and Procedure Handbook](#).

Attendance

Attendance in the NSL is part of course credit hours and is mandatory. An attendance system will be used for record keeping purposes. It is the responsibility of the student to verify attendance per each NSL session. Do not sign in for another student as this represents unethical and unacceptable behavior and is in direct violation of the UNH honor code.

If you are late to clinical NSL or if you do not sign in, faculty will meet with you to determine the consequences. Missed NSL time must be made up, with the appropriate fee levied.

Students are expected to arrive on time for simulation and may not enter late. In case of an emergency that will require being late or absent from your scheduled NSL, the student must e-mail NSL coordinator at least ½ hour prior to the scheduled start time. E-mailing in an absence does not excuse the student from making up missed NSL time. Refer to the [Graduate Policy and Procedure Handbook](#).

Dress Code/Hygiene

While in the NSL, proper dress code must be maintained by all students as the NSL is considered a clinical setting. The required dress code includes the following; For Direct Entry Masters, UNH approved scrubs, all white or all black closed-toed shoes, lab coat, and UNH student ID. For other MS or Post-Masters Certificate students, professional dress is appropriate. For more information, please refer to the professional dress code in the [Graduate Policy and Procedure Handbook](#). If a student is not in proper dress, they will not be allowed to attend their scheduled NSL session and will result in a clinical absence.

Use of Electronic Devices

Students are not permitted the use of personal electronic devices for any reason other than for direct use in the NSL. Students will not make or receive personal phone calls, receive, respond, or send text messages or e-mail. The use of personal digital assistants (PDAs) “smart phones” or “computing” (laptop, tablets, etc.) devices will be strictly limited to the use of nursing and medical applications as it relates to the activities the student is participating in. Student use of these devices is at the discretion of the NSL instructors.

Clean-up

Please leave the NSL the way in which it was found so that others may profit from their NSL experience. Leave the NSL as you would in the clinical setting. Make sure the patient is safe (bed locked, bed in low position, etc.) and bed tray tables cleaned and ready to use for the next person. Curtains should be pulled back. If any equipment is broken or not functioning properly, please notify NSL faculty immediately. *All sharps must be disposed of in a sharps container.*

Student NSL Equipment

Students are expected to bring stethoscopes, pen/pencil, computer, and clicker (if required) when they attend the NSL for simulation, remediation, or open NSL practice. It is the student’s responsibility to obtain all necessary equipment. The NSL is not responsible for lost or missing items.

If you do not bring what you need, you may lose valuable practice time. Coming unprepared for the NSL experience will result in written clinical warning. Being prepared includes having all equipment and supplies necessary for completion of that skill.

Safety Guidelines

Infection Prevention Policy

Almost everything in the NSL is simulated – there are no real body fluids or medications used for scenarios or practice. However, when participating in activities (i.e. finger stick for glucose testing), students will need to be aware of and follow Standard Precautions and Transmission Specific Precautions (droplet, airborne, contact). Everything that comes in contact with either human or simulated patient's body fluids are considered contaminated and needs to be handled accordingly. The following are some basic guidelines to follow:

- Wash hands before and after patient care
- Use barrier protection (gloves, masks, gowns, etc)
- Dispose of equipment and other materials appropriately (ex. sharps containers)

Covid-19 PPE

Please see the Nursing Simulation Lab Canvas site for updated Covid-19 policies

First Aid Kits

First Aid kits are located in each NSL and in the main nursing administrative office. If you cannot locate a First Aid kit and need one, seek assistance immediately.

Latex Warning

Some NSL equipment may contain latex. If a student has a known sensitivity/allergy to latex, please make the NSL faculty aware at the beginning of the semester. All gloves used in the NSL are latex-free.

Use of Needles in NSL

Students participating in NSL frequently use needles for drawing up medications, practicing administration of injections, glucose finger stick monitoring, IV insertion, or other procedures. Knowing how to safely use and dispose of sharps are essential to nursing practice. All needles used in the NSL will have the appropriate safety mechanisms, when applicable.

Sharps must be placed in the approved receptacle (red sharps containers), which are mounted on the walls and are periodically on top of tables/counters for specific skill's practice. To avoid injury do not overstuff sharps container. Do not throw regular trash into the sharp containers. Notify the NSL faculty when a container is full.

"Clean" Needle Stick / "Dirty" Needle Stick/ Injury Guidelines

While participating in the NSL, students have the potential for a needle stick. In accordance with the Centers for Disease Control (CDC) all sharps are to be handled safely and disposed of properly. In the event of a "clean needle stick" these guidelines are to be followed:

- Inform instructors immediately; do NOT try to hide the injury
- Wash the injured area with soap and water
- Render first aid as necessary (for serious injury dial 911)
- Fill out the UNH Department of Nursing Accident/Incident report form as outlined in the UNH Department of Nursing Student Handbook section IX.

Any student with a dirty needle stick injury will be sent directly to Health Services per UNH policy and an incident report must be completed with 24 hours. As with any invasive procedure, a CLEAN needle stick may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the puncture site, and infection.

Any injury or accident obtained in the NSL requires an incident report to be completed by the attending faculty member and student within 24 hours to the NSL coordinator.

Security and Emergencies

Students will only be permitted in the NSL with a faculty member or graduate assistant (GA). Failure to comply with these policies will result in denied access to the NSL.

For emergencies in the NSL, please notify NSL coordinator. For life threatening emergencies call 911.

Students are NOT allowed to bring any children or unauthorized guests to the NSL.

Simulation Laboratory Confidentiality Agreement And Multimedia Recording Release

By signing this document, I understand that I am subscribing and agreeing to the confidentiality guidelines of the University of New Hampshire Department of Nursing Simulation Laboratory, set forth below, and authorizing the University of New Hampshire Department of Nursing and the Simulation Lab to use and disclose any images, video or audio recordings, or transcriptions of same, made of me in connection with my participation in the NSL.

Confidentiality

As a participant of the UNH Department of Nursing Simulation Lab, I understand and acknowledge the significance of confidentiality with respect to information concerning simulated NSL patients, fellow NSL participants, and the simulated practice scenarios presented in the NSL environment. I understand and acknowledge that although the scenarios presented and reviewed in the NSL are simulated and hypothetical, they are derived in whole or in part from actual episodes of medical and nursing practice and should therefore be treated with an appropriate level of confidentiality and respect. As a participant in the NSL, I hereby acknowledge and agree to strictly adhere to the following guidelines:

- All simulation and case scenario information will be treated as confidential, regardless of format (e.g. electronic, written, observed, or overheard). Discussion of NSL scenarios with other students who have not yet participated in the simulation will be considered an academic violation and may subject me to academic discipline.
- I may view, use, disclose, discuss, or copy simulation or case scenario information only as it relates to my educational duties and requirements. I understand that any inappropriate use, viewing, copying, discussion, or disclosure of this information may be a violation of UNH Department of Nursing policy and federal or state laws regarding the privacy and security of health information, and may subject me to academic discipline.
- The NSL is a learning environment. All simulation scenarios, regardless of their outcome, should be treated in a professional manner. The participant in the simulation deserves the proper respect and attention of all participants and observers. Situations simulated in the NSL are to be used as a learning tool, and under no circumstance will any participant be subjected to embarrassment or humiliation by any participant, observer, or instructor.
- The simulation mannequins will be treated at all times with the same dignity and respect as if they are live patients.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

Multimedia Authorization and Release

I hereby authorize The University of New Hampshire ("UNH") Department of Nursing and the NSL to have photographs, audio, and video recordings made of myself and my participation and performance in NSL simulations and debriefings, and to use, copy, publish (print and/or online), copyright, or broadcast said information as provided herein.

I understand that this information will be used for instructional purposes, both for myself and for other NSL participants, now and in the future, and may be used for instructional purposes in other departments within the University of New Hampshire and/or the UNH Department of Nursing and may be subject to re-disclosure by them outside the University System of New Hampshire. I hereby waive the opportunity or right to inspect or approve any finished materials prior to their use, disclosure, or publication.

I understand and consent that this information, or portions thereof, may be used or released by the University of New Hampshire and the UNH Department of Nursing for purposes of publicity, broadcast print, the Internet, local area networks, advertising, or marketing.

I understand that this authorization is voluntary, and I may refuse to sign. However, the UNH Department of Nursing may condition my participation in the NSL upon my completion of this authorization.

I understand that unless otherwise revoked, as provided below, this authorization will expire 5 years from the date of signature.

I understand that I may revoke this authorization at any time, except to the extent that the University of New Hampshire has relied on this authorization, by sending a written statement of revocation that specifically refers to this authorization to the NSL. The UNH Department of Nursing will not use, publish, or disclose any photograph, audio, or video recording covered under the revocation from the date of the revocation going forward. However, UNH will not be responsible for any photograph, audio, or video recording in a product that has already been published or placed in the stream of commerce.

I hereby waive any right, title, or interest I may have, now or in the future, to any recordings or images of me used or contained in any materials produced as a result of this authorization, and hereby warrant that I have not limited or restricted the use of my image, voice, or any recordings or transcriptions of same with any other organization or person.

I hereby release the UNH Department of Nursing, The University System of New Hampshire and its regents, officers, agents, employees, the NSL, and any other individuals or organizations acting under their permission or authority from any and all rights, claims, demands, actions, or damages I have or may have, arising at any time from their capture, use or publication of any materials created as a result of this authorization.

By signing this authorization, I acknowledge that I have read and understand the statements contained herein. I understand that the UNH Department of Nursing will provide me with a copy of this signed authorization form.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

**Department of Nursing
Simulation Laboratory
Intravenous Needle Insertion
Student's Informed Consent**

Intravenous Needle Insertion

As you acquire proficiency with the skill of inserting an intravenous needle, you may wish to perform this procedure on one another. This procedure is entirely optional. Whether or not you decide to participate in being the recipient of the procedure will have no impact on your grade evaluation. Practicing the procedure on one another must only be done under the direct supervision of an UNH Department of Nursing faculty member or NSL instructor.

Only sterile intravenous needles will be used for student practice on one another in the UNH Department of Nursing Simulation Lab or other designated area. No medications will be administered. Centers for Disease Control (CDC) guidelines for gloving and the handling and disposal of needles and blood-contaminated supplies will be utilized.

As with any invasive procedure, insertion of an intravenous needle may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the site; local nerve, blood vessel, muscle, tendon, or bone damage; allergic reaction to topical Betadine or topical Chlorhexidine, or topical alcohol; infection; and air, foreign body, or thrombus embolism. There also exists the potential for needle breakage in the tissue or blood vessel.

CONSENT

I have read the above statement and I have been informed of the potential risks involved in the insertion of an intravenous needle. I understand that under-going intravenous needle insertion by a fellow student is voluntary. If I choose to allow a fellow student to practice insertion of an intravenous needle on me, I hereby agree to hold harmless the University of New Hampshire, UNH Department of Nursing, and its faculty and staff from any injury or complication which may result from the intravenous needle insertion.

Signed _____

Print name_____

Instructor's name_____

Date_____

Witnessed by_____

Print name_____

Department of Nursing Simulation Laboratory
Intradermal, Subcutaneous and Intramuscular Injections
STUDENT'S INFORMED CONSENT

Intradermal, Subcutaneous and Intramuscular Injections

As you acquire proficiency with the skill of intradermal, subcutaneous, and intramuscular injections, you may wish to perform one or all of these procedures on one another. These procedures are entirely optional. Whether or not you decide to participate in being the recipient of the procedure(s) will have no impact on your grade evaluation. Practicing the procedure on one another must only be done under the direct supervision of an UNH Department of Nursing faculty member or NSL instructor.

Only sterile equipment and sterile normal saline from the practice laboratory will be used for practicing these skills on another student. Centers for Disease Control (CDC) guidelines for gloving and the handling and disposal of needles and blood-contaminated supplies will be utilized.

As with any invasive procedure, injections may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the site; local nerve, blood vessel, muscle, or bone damage; allergic reaction to topical Betadine, topical Chlorhexidine, or topical alcohol or injectable sterile normal saline solution; and infection. There also exists the potential for needle breakage in the tissue.

CONSENT

I have read the above statement and I have been informed of the potential risks involved in injections. I understand that undergoing an injection by a fellow student is voluntary. If I choose to allow a fellow student to practice an injection on me, I hereby agree to hold harmless the University of New Hampshire, UNH Department of Nursing, and its faculty and staff from any injury or complication, which may result from the injection.

Signed_____

Print name_____

Instructor's name_____

Date_____

Witnessed by_____

Print name_____

**Department of Nursing
Simulation Laboratory
Finger Stick for Glucose Testing
STUDENT'S INFORMED CONSENT**

As you acquire proficiency with the skill of puncturing a finger to obtain blood for glucose testing (finger stick), you may wish to perform this procedure on yourself or have it done by another student. This procedure is entirely optional. Whether or not you decide to participate in being the recipient of the procedure will have no impact on your grade evaluation. Practicing the procedure on one another must only be done under the direct supervision of a UNH Department of Nursing faculty member or NSL instructor.

Only sterile lancets and fresh reagent strips from the Nursing Simulation Lab will be used. The Centers for Disease Control (CDC) guidelines for gloving and the handling and disposal of lancets and blood-contaminated supplies will be utilized.

As with any invasive procedure, a finger stick may result in complications. The following are potential consequences: tenderness, minor bleeding and/or bruising at the puncture site; allergic reaction to topical alcohol, Betadine, or Chlorhexidine; and infection.

CONSENT

I have read the above statement and I have been informed of the potential risks involved in a finger stick. I understand that undergoing a finger stick by myself or by a fellow student is voluntary. If I choose to perform a finger stick on myself or allow a fellow student to practice a finger stick on me, I hereby agree to hold harmless The University of New Hampshire, UNH Department of Nursing and its faculty and staff from any injury or complication, which may result from the finger stick.

Signed _____

Print name _____

Instructor's name _____

Date _____

Witnessed by _____

Print name _____

IX. ACCIDENT, INJURY AND OCCUPATIONAL ILLNESS REPORTING

Information is found at <https://www.unh.edu/hr/unh-accident-injury-illness-report>

X. ADDITIONAL RESOURCES

1. Department of Nursing Directory -
<https://mobile.unh.edu/UNHMobile/directory/facultystaff.jsp>
2. Campus Map - Appendix H.
3. Faculty-Staff-Directory
Available at <https://chhs.unh.edu/nursing/faculty-staff-directory>
4. Graduate Student Senate
Located in MUB 119E at 862-2422 – <https://wildcatlink.unh.edu/organization/gss>
5. *The Student Rights, Rules and Responsibilities Handbook*
Available at <https://www.unh.edu/student-life/student-rights-rules-responsibilities>
6. Robert J. Connors Writing Center - The center provides free consultation with trained writing consultants on all issues involving writing: subject choice, research, composing processes, genre, organization, style, grammar, and conventions. <https://www.unh.edu/writing/>
7. *The Graduate School Thesis/Dissertation Manual*
Available at <https://unh.app.box.com/v/thesis-manual>
8. *Graduate Catalog*
Available at <https://catalog.unh.edu/graduate/>
9. *Time & Room Schedule*
Available mid-fall and mid-spring at <https://courses.unh.edu/>
10. Transcript Requests – <https://www.unh.edu/registrar/transcripts>
11. UNH Research – Institutional Review Board (IRB) located in the Service Building on College Road across from Hewitt Hall may be reached at www.unh.edu/research/.
12. Petitions – Any request for an exception to academic policy must be made by submitting a petition for exception to academic policy, available at <https://unh.app.box.com/v/petition-exception>. Petitions are completed by the student, reviewed with, and signed by the instructor (if appropriate), reviewed with, and signed by the adviser, then submitted to the coordinator of the graduate program in nursing for signature and the dean of the Graduate School for approval (if appropriate). You are notified of their decision via UNH e-mail.

13. Registration and billing - Graduate students should refer to the *Time & Room Schedule* that lists the dates for Webcat registration. All graduate students should register using Webcat. Information on how to register is found on the Registrar's Office web site. The system sends e-mail when tuition bill is ready to be viewed. Students should register no later than the week before first day of class in order to have access to course in Canvas.
14. Forms
Graduate School - available at <https://gradschool.unh.edu/academics/forms-policies>.
Department of Nursing - available on nursing Canvas site
15. Curtailed Operations – UNH announces curtailment of operations due to inclement weather on local radio stations. You can also check by calling 603/862-0000 and logging into Canvas. Do not call the university operator as this information is most up to date at this number. Use your best judgment if severe weather is forecast and classes have not been cancelled.
16. Parking – To avoid enforcement measures, students must park legally when on campus by purchasing a computer parking pass or using a meter. It is the student's responsibility to read and understand the parking regulations <https://www.unh.edu/transportation/parking>
17. UNH Information Technology Support:
<https://td.unh.edu/TDClient/60/Portal/KB/?CategoryID=107>
18. Student File Disposition - Student files kept for one year after semester applied: applied, withdrew application; applied, not accepted; applied, accepted, and withdrew and no courses taken. Student files kept for five years after the last semester course taken: applied, accepted, courses taken, withdrew, graduated.
19. Leave of Absence – is generally approved for compelling reason, i.e. military obligation, maternity, family emergency or hardship
<https://unh.app.box.com/v/leaveofabsence>.
20. Graduate study carrels – Dimond Library
<https://www.library.unh.edu/services/spaces-study-and-work/graduate-study-carrels>
Graduate student lounge – located in basement level of Thompson Hall.

XI. SIGMA THETA TAU

INTERNATIONAL HONOR SOCIETY OF NURSING

History

In 1922, six nurses at what is now Indiana University School of Nursing founded Sigma Theta Tau International Honor Society of Nursing, today known as Sigma. The Honor Society of Nursing, Sigma Theta Tau International's Sigma's vision is to be the global organization of choice for nursing. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership.

Qualifications for Membership

The Eta Iota Chapter at the University of New Hampshire welcomes applications for membership. Students are invited to be members of STTI each January or February. We hold our annual induction ceremony each spring. Community members/nurse leaders can apply for membership throughout the year.

Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met. Student candidates shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential.

Graduate Students (Master's and Doctorate) Must*

- have completed ¾ of the nursing curriculum
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.5 or higher)
- meet the expectation of academic integrity

* Students in graduate programs who are registered nurses, legally recognized to practice in their country and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.

Nurse Leader Candidates Must

- be legally recognized to practice nursing in his/her country
- have a minimum of a baccalaureate degree or the equivalent in any field
- demonstrate achievement in nursing. Candidates will be asked to explain how they have met the Achievement in Nursing Categories.

Achievement in Nursing Leader Categories:

- Administration
- Education
- Global Health
- Practice
- Publication
- Research
- Other

To apply, visit <https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now>

Follow the link to complete the Nurse Leader Application. STTI will forward your application and CV to our chapter for review.

If questions, contact Member Services at 888.634.7575 (U.S./Canada toll free) or +1.317.634.8171 (International) with questions or e-mail memserv@stti.org.

APPLICATIONS FOR RESEARCH FUNDING AND PRESENTATION OF FINDINGS FUNDING

Eta Iota chapter of Sigma Theta Tau has a competitive process regarding funding for research projects. We also fund proposals to present research results at conferences. Guidelines for submission of the proposal may be found on the UNH nursing website at <https://chhs.unh.edu/nursing/application-research-funding-guidelines>. At least one member of any team that applies must be an active member of Eta Iota Chapter (i.e. dues are up to date). Proposal materials should be emailed to kelly.grady@wdhospital.com in two parts – one part containing the cover letter with identifying author information (see guideline for details) and one part containing the abstract, budget, and all other documents needed to apply. Proposals will be evaluated in a timely manner and recipients notified of board decisions. This is an opportunity to obtain some funding for research and other scholarship projects, so please consider applying today!

XII. FINANCIAL SUPPORT

Financial support is available to students from a number of sources. Awards of financial assistance are made on a competitive basis by the Department of Nursing Student Affairs Council or by granting agencies, depending on the type of support.

Students may be notified of the availability of and deadlines for various financial assistance opportunities through e-mail and are posted on the nursing Canvas site. Additional information on financial assistance is available in the Bulletin of the University of New Hampshire Graduate Catalog and from the Financial Aid Office. Please feel free to visit the UNH Financial Aid website at <https://www.unh.edu/financialaid> for further information or call (603) 862-3600 to speak to an information specialist or to set up an appointment with the Graduate School Coordinator.

Graduate Assistantship - Student must register for a minimum of 6 credits/semester of appointment. An assistantship offers a tuition waiver and a stipend for 20 hours of teaching/research related work in the Department of Nursing. A job description can be found in Appendix E. Students are notified when positions are open with instructions on how to apply. Applications are reviewed by the Department of Nursing Student Affairs Council. Appointments are announced mid-summer. An interview may be required.

Travel Grants - Travel grants to assist graduate students presenting papers and poster sessions at professional meetings are available. Requests are made in writing to the Graduate School prior to the meeting. An outline of requirements can be found at http://www.gradschool.unh.edu/php/travel_grant.php. Awards do not exceed \$200 per student per conference nor \$400 per student per year.

Federal College Work Study utilizes federal funds to provide employment opportunities to graduate students who file on time and demonstrate financial need.

The Federal Perkins Loan is a federally funded loan program administered by UNH and is available to graduate students who file on time and demonstrate exceptional need.

The Federal Subsidized Stafford Loan is a federally funded loan available to graduate students who demonstrate financial need.

The Federal Unsubsidized Stafford Loan is available to graduate students regardless of financial need. For more information about the Stafford Loan Programs visit www.nhheaf.org.

Jaastad Loan is a low interest, variable rate loan administered by the New Hampshire Charitable Foundation for nursing students in New Hampshire with preference given to UNH nursing students. Funds are distributed by the Department of Nursing to students with the greatest financial need. The student must complete the FAFSA, Free Application for Federal Student Aid, and demonstrate need. Application is made when announced on Canvas. NHCF is responsible for completing the promissory note and collecting the loan. A student has up to 10 years to repay the loan. There is a six-month grace period and there is no application fee.

Veterans Benefits - Veterans and their dependents should investigate their eligibility for veterans benefit payments. Questions may be addressed to any local Veterans Administration office or the UNH Veterans' Coordinator, Registrar's Office at (603) 862-1595. The UNH veterans' support web site is a resource for UNH students: <http://www.unh.edu/veterans/>.

American Association of Critical Care Nurses - for AACN members only. Information can be found at <https://www.aacn.org/>.

Foundation for Seacoast Health
Information can be found at www.ffsh.org

New Hampshire Charitable Foundation
Information can be found at www.nhcf.org

Alice M. Yarnold and Samuel Yarnold Scholarship Trust
The Alice M. Yarnold and Samuel Yarnold Scholarship Trust was established for the purpose of providing funds for those New Hampshire residents with an interest and desire to pursue post-secondary school education in the fields of nursing, medicine, or social work, but who because of financial circumstances would be otherwise unable or restricted to do so. Applications are available spring semester through the Graduate Program in Nursing office, Hewitt 275, or Alice M. Yarnold and Samuel Yarnold Scholarship Trust, 180 Locust Street, Dover, NH 03820-3777, 603/749-5535. Applications are due as posted.

Department of Health & Human Services, National Health Services Corps Scholarship Program
Information can be found at:
http://www.federalgrantswire.com/national_health_service_corps_scholarship_program.html

XIII. Appendices

Appendix A-1a Primary Care Family Nurse Practitioner Full-Time Curriculum Plan Entering Fall 2021

YEAR I			
FALL SEMESTER		SPRING SEMESTER	
NURS 944	Population Health Promotion & Risk Reduction (3)	NURS 901	Health Policy (3)
NURS 963	Advanced Clinical Epidemiology (3)	NURS 907	Advanced Pharmacology (3)
		NURS 968	Nursing Science & Evidence-Based Practice (3)
Total Credits	(6)	Total Credits	(9)
SUMMER SESSION			
	NURS 810	Families in Health & Illness (3)	
	NURS 925	Health Care Systems & Leadership (3)	
Total Credits	(6)		
YEAR II			
FALL SEMESTER		SPRING SEMESTER	
NURS 908	Advanced Pathophysiology (3)	NURS 935	Primary Care of Fam I (3) *
NURS 909	Advanced Health Assessment & Diagnostic Reasoning (3) *	NURS 936	Practicum in Prim Care of Families I (3) *
Total Credits	(6)	Total Credits	(6)
SUMMER SESSION			
	NURS 937	Primary Care of Families II (3)	
	NURS 938	Practicum in Prim Care of Families II (3)	
Total Credits	(6)		
YEAR III			
FALL SEMESTER			
NURS 939	Seminar and Practicum in Primary Care of Families III (6) *		
Total Credits	(6)	Total Credits Required: 45	

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Online Courses: NURS 810, NURS 901, NURS 907, NURS 908, NURS 925, NURS 944, NURS 963

Hybrid Courses: NURS 939, NURS 968

Course meets Weekly on Campus: NURS 909

Course meets twice a week on campus first half of semester: NURS 935, NURS 93

Clinical courses: NURS 936 and NURS 938, both begin second half of semester;
NURS 939 full semester in addition to on campus seminar

Appendix A-1b
Primary Care Family Nurse Practitioner
Part Time Curriculum Plan Entering Fall 2021

YEAR I

FALL SEMESTER		SPRING SEMESTER	
NURS 944	Population Health Promotion & Risk Reduction (3)	NURS 901	Health Policy (3)
NURS 963	Advanced Clinical Epidemiology (3)	NURS 968	Nursing Science & Evidence-Based Practice (3)
Total Credits	(6)	Total Credits	(6)
SUMMER SESSION			
	NURS 810		Families in Health & Illness (3)
Total Credits	(3)		

YEAR II

FALL SEMESTER		SPRING SEMESTER	
NURS 908	Advanced Pathophysiology (3)	NURS 907	Advanced Pharmacology (3)
Total Credits	(3)	Total Credits	(3)
SUMMER SESSION			
	NURS 925		Health Care Systems & Leadership (3)
Total Credits	(3)		

YEAR III

FALL SEMESTER		SPRING SEMESTER	
NURS 909	Advanced Health Assessment & Diagnostic Reasoning (3) *	NURS 935	Primary Care of Fam I (3)*
		NURS 936	Practicum in Prim Care of Families I (3)*
Total Credits	(3)	Total Credits	(6)
SUMMER SESSION			
	NURS 937		Primary Care of Families II (3)
	NURS 938		Practicum in Prim Care of Families II (3)
Total Credits	(6)		

YEAR IV

FALL SEMESTER	
NURS 939	Seminar and Practicum in Primary Care of Families III (6)*
Total Credits	(6)

Total Credits Required: 45

*Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-1c
Primary Care Family Nurse Practitioner
Full time Curriculum Plan Entering Spring 2022

YEAR I

SPRING SEMESTER

NURS 901	Health Policy (3)
NURS 907	Advanced Pharmacology (3)

Total Credits (6)

SUMMER SESSION

NURS 810	Families in Health & Illness (3)
NURS 925	Health Care Systems & Leadership (3)

Total Credits (6)

YEAR II

FALL SEMESTER

NURS 908	Advanced Pathophysiology (3)
NURS 909	Advanced Health Assessment & Diagnostic Reasoning (3) *
NURS 963	Advanced Clinical Epidemiology (3)

SPRING SEMESTER

NURS 935	Primary Care of Fam I (3) (\$50)*
NURS 936	Practicum in Prim Care of Families I (3) *
NURS 968	Nursing Science & Evidence-Based Practice (3)

Total Credits (9)

Total Credits (9)

YEAR III

FALL SEMESTER

NURS 937	Primary Care of Families II (3)
NURS 938	Practicum in Prim Care of Families II (3)
NURS 944	Population Health Promotion & Risk Reduction (3)

SPRING SEMESTER

NURS 939	Seminar and Practicum: Prim Care of Families III (6) *
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Total Credits (9)

Total Credits (6)

Total Credits Required: 45

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-1d
Primary Care Family Nurse Practitioner
Part Time Curriculum Plan Entering Spring 2022

YEAR I

SPRING SEMESTER

NURS 901 Health Policy (3)

Total Credits (3)

SUMMER SESSION

NURS 810 Families in Health & Illness (3)
NURS 925 Health Care Systems & Leadership (3)

Total Credits (6)

YEAR II

FALL SEMESTER

NURS 944 Population Health Promotion &
Risk Reduction (3)
NURS 963 Advanced Clinical Epidemiology (3)

SPRING SEMESTER

NURS 907 Advanced Pharmacology (3)
NURS 968 Nursing Science &
Evidence-Based Practice (3)

Total Credits (6)

Total Credits (6)

YEAR III

FALL SEMESTER

NURS 908 Advanced Pathophysiology (3)
NURS 909 Advanced Health Assessment &
Diagnostic Reasoning (3) *

SPRING SEMESTER

NURS 935 Primary Care of Fam I (3) *
NURS 936 Practicum in Prim Care of
Families I (3) *

Total Credits (6)

Total Credits (6)

YEAR IV

FALL SEMESTER

NURS 937 Primary Care of Families II (3)
NURS 938 Practicum in Prim Care
of Families II (3)

SPRING SEMESTER

NURS 939 Seminar and Practicum: Prim
Care of Families III (6) *

Total Credits (6)

Total Credits (6)

Total Credits Required: 45

*Course Fees Associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-1e

Primary Care Family Nurse Practitioner

Student Progression Record

Semester Admitted: _____
Semester Graduated: _____

STUDENT: _____

ADVISER: _____

UNH ID _____

CREDITS REQUIRED: 45

Course Title	Semester	Cr	Grade
810 Families in Health & Illness	_____	3	_____
901 Health Policy	_____	3	_____
907 Advanced Pharmacology	_____	3	_____
908 Advanced Pathophysiology	_____	3	_____
909 Advanced Health Assessment and Diagnostic Reasoning	_____	3	_____
925 Health Care Systems & Leadership	_____	3	_____
935 Primary Care of Families I	_____	3	_____
936 Practicum in the Prim Care of Families I	_____	3	_____
937 Primary Care of Families II	_____	3	_____
938 Practicum in the Prim Care of Families II	_____	3	_____
939 Sem & Pract Primary Care of Families III	_____	6	_____
944 Popul Health Promotion & Risk Reduction	_____	3	_____
963 Advanced Clinical Epidemiology	_____	3	_____
968 Nursing Science and Evidence-Based Practice	_____	3	_____
899 Master's Thesis (optional)	_____	6	_____

Committee Chairperson: _____

Committee Member: _____

Appendix A-2a

Post-Master's Primary Care Family Nurse Practitioner Full Time Curriculum Plan Entering Fall 2021

YEAR I

FALL SEMESTER		SPRING SEMESTER	
NURS 908	Advanced Pathophysiology (3)	NURS 907	Advanced Pharmacology (3)
NURS 909	Advanced Health Assessment and Diagnostic Reasoning (3)*	NURS 935	Primary Care of Families I (3)
NURS 963	Advanced Clinical Epidemiology (3)	NURS 936	Practicum in Primary Care of Families I (3) *
Total Credits (9)		Total Credits (9)	

SUMMER SESSION

NURS 810	Families in Health & Illness (3)
NURS 925	Health Care Systems & Leadership (3)
Total Credits (6)	

YEAR II

FALL SEMESTER		SPRING SEMESTER	
NURS 937	Primary Care of Families II (3)	NURS 939	Seminar & Practicum: Prim Care of Families III (6) *
NURS 938	Practicum in Primary Care of Families II (3)		
NURS 944	Population Health Promotion & Risk Reduction (3)		
Total Credits (9)		Total Credits (6)	

Total Credits Required: 12-39**

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

** Courses may be waived by petition if taken in master's program.

Appendix A-2b

Post-Master's Primary Care Family Nurse Practitioner Part-Time Curriculum Plan Entering Fall 2021

YEAR I			
FALL SEMESTER		SPRING SEMESTER	
NURS 944	Population Health Promotion & Risk Reduction (3)	NURS 907	Advanced Pharmacology (3)
NURS 963	Advanced Clinical Epidemiology (3)		
Total Credits	(6)	Total Credits	(3)
SUMMER SESSION			
	NURS 810		Families in Health & Illness (3)
	NURS 925		Health Care Systems & Leadership (3)
Total Credits	(6)		
YEAR II			
FALL SEMESTER		SPRING SEMESTER	
NURS 908	Advanced Pathophysiology (3)	NURS 935	Primary Care of Families I (3)*
NURS 909	Advanced Health Assessment and Diagnostic Reasoning (3)*	NURS 936	Practicum in Primary Care of Families I (3) *
Total Credits	(6)	Total Credits	(6)
SUMMER SESSION**			
	NURS 937		Primary Care of Families II (3)
	NURS 938		Practicum in Primary Care of Families II (3)
Total Credits	(6)		
YEAR III			
FALL SEMESTER***			
NURS 939	Seminar and Practicum in Primary Care of Families III (6) *		
Total Credits	(6)		

Total Credits Required: 12-39**

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor

** May postpone to fall semester

*** May postpone to spring semester if student enrolls in NURS 937/938 fall semester.

Appendix A-2c
Post-Master's Primary Care Family Nurse Practitioner
Full-time Curriculum Plan Entering Spring 2022

YEAR I

SPRING SEMESTER

NURS 907 Advanced Pharmacology (3)

Total Credits (3)

SUMMER SESSION

NURS 810 Families in Health & Illness (3)
NURS 925 Health Care Systems & Leadership (3)

Total Credits (6)

YEAR II

FALL SEMESTER

NURS 908 Advanced Pathophysiology (3)
NURS 909 Advanced Health Assessment &
 Diagnostic Reasoning (3) *
NURS 963 Advanced Clinical Epidemiology (3)

Total Credits (9)

SPRING SEMESTER

NURS 935* Primary Care of Families I (3) *
NURS 936* Practicum in Primary Care of
 Families I (3)*

Total Credits (6)

YEAR III

FALL SEMESTER

NURS 937 Primary Care of Families II (3)
NURS 938 Practicum in Primary Care of
 Families II (3)
NURS 944 Population Health Promotion &
 Risk Reduction (3)

Total Credits (9)

SPRING SEMESTER

NURS 939* Seminar & Practicum: Prim
 Care of Families III (6) *

Total Credits (6)

Total Credits Required: 12-39**

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

** Courses may be waived by petition if taken in master's program.

Appendix A-2d

Post-Masters Primary Care Family Nurse Practitioner Part-time Curriculum Plan Entering Spring 2022

YEAR I			
		SPRING SEMESTER	
		NURS 907	Advanced Pharmacology (3)
		Total Credits	(3)
SUMMER SESSION			
NURS 810		Families in Health & Illness (3)	
Total Credits	(3)		
YEAR II			
FALL SEMESTER		SPRING SEMESTER	
NURS 944	Population Health Promotion & Risk Reduction (3)	NURS 925	Health Care Systems & Leadership (3)
NURS 963	Advanced Clinical Epidemiology (3)		
Total Credits	(6)	Total Credits	(3)
YEAR III			
FALL SEMESTER		SPRING SEMESTER	
NURS 908	Advanced Pathophysiology (3)	NURS 935	Primary Care of Families I (3)*
NURS 909	Advanced Health Assessment & Diagnostic Reasoning (3) *	NURS 936	Practicum in Primary Care of Families I (3) *
Total Credits	(6)	Total Credits	(6)
SUMMER SESSION			
NURS 937		Primary Care of Families II (3)	
NURS 938		Practicum in Primary Care of Families II (3)	
Total Credits	(6)		
YEAR IV			
FALL SEMESTER			
NURS 939	Seminar & Practicum: Primary Care of Families III (6) *		
Total Credits	(6)		

Total Credits Required: 12-39**

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

** Courses may be waived by petition if taken in master's program.

Appendix A-2e
Post-Master's Primary Care Family Nurse Practitioner
Student Progression Record

Semester Admitted: _____
Semester Graduated: _____

STUDENT: _____ ADVISER: _____

UNH ID _____ CREDITS REQUIRED: 12-39

Course Title		Semester	Cr	Grade
NURS 810*	Families in Health & Illness	_____	3	_____
NURS 907*	Advanced Pharmacology	_____	3	_____
NURS 908*	Advanced Pathophysiology	_____	3	_____
NURS 909*	Advanced Health Assessment and Diagnostic Reasoning	_____	3	_____
NURS 925*	Health Care Systems & Leadership	_____	3	_____
NURS 935*	Primary Care of Families I	_____	3	_____
NURS 936*	Practicum in the Primary Care of Families I	_____	3	_____
NURS 937	Primary Care of Families II	_____	3	_____
NURS 938	Practicum in the Primary Care of Families II	_____	3	_____
NURS 939	Sem & Pract Primary Care of Families II I	_____	6	_____
NURS 944*	Popul Health Promotion & Risk Reduction	_____	3	_____
NURS 963*	Advanced Clinical Epidemiology	_____	3	_____

* Courses may be waived by petition if completed in master's program.

Appendix A-3a

Post-Master's Psychiatric/Mental Health Nurse Practitioner Certificate Program Curriculum Plan Entering Fall

E-Term 1	mid-August to mid-October (8 weeks)
NURS 977	Neurobiology of Mental Disorders (3)
NURS 984	Assessment and Differential Diagnosis of Mental Disorders Across the Lifespan (3)
Credits	(6)
E-term 2	mid-October to mid-December (8 weeks)
NURS 978	Clinical Psychopharmacology (3)
NURS 986	Psychiatric Mental Health Nurse Practitioner Practicum I (2) (125 hours) *
Credits	(5)
E-term 3	mid-January to mid-March (8 weeks)
NURS 987	Psychiatric Mental Health Nurse Practitioner Practicum II (2) (125 hours)*
Credits	(2)
E-term 4	mid-March to mid-May (8 weeks)
NURS 975	Psychotherapeutic Frameworks and Modalities (3)
NURS 988	Psychiatric Mental Health Nurse Practitioner Practicum III (2) (125 hours) *
Credits	(5)
E-term 5	mid-May to mid-July (8 weeks)
NURS 988	Psychiatric Mental Health Nurse Practitioner Practicum IIV (2) (125 hours) *
Credits	(2)

Total Credits Required: 20
Required Clinical Hours: 500

*Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-3b

Post-Master's Psychiatric/Mental Health Nurse Practitioner Certificate Program

Curriculum Plan Entering Spring

E-term 3	mid-January to mid-March (8 weeks)
NURS 977	Neurobiology of Mental Disorders (3)
NURS 984	Assessment and Differential Diagnosis of Mental Disorders Across the Lifespan (3)

Credits	(6)
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E-term 4	mid-March to mid-May (8 weeks)
NURS 978	Clinical Psychopharmacology (3)
NURS 986	Psychiatric Mental Health Nurse Practitioner Practicum I (2) (125 hours) *

Credits	(5)
---------	-----

E-term 5	mid-May to mid-July (8 weeks)
NURS 987	Psychiatric Mental Health Nurse Practitioner Practicum II (2) (125 hours) *

Credits	(2)
---------	-----

E-term 1	mid-August to mid-October (8 weeks)
NURS 975	Psychotherapeutic Frameworks and Modalities (3)
NURS 988	Psychiatric Mental Health Nurse Practitioner Practicum III (2) (125 hours) *

Credits	(5)
---------	-----

E-term 2	mid-October to mid-December (8 weeks)
NURS 989	Psychiatric Mental Health Nurse Practitioner Practicum IV (2) (125 hours) *

Credits	(2)
---------	-----

Total Credits Required: 20
Required Clinical Hours: 500

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-3c
Post-Master's Psychiatric/Mental Health Nurse Practitioner Certificate
Student Progression Record

STUDENT: _____ UNH ID _____	Semester Admitted: _____ Semester Graduated: _____ ADVISER: _____ CREDITS REQUIRED: 20
--------------------------------	---

Course Title		Semester	Cr	Grade
NURS 977	Neurobiology of Mental Disorders	_____	3	_____
NURS 984	Assessment and Differential Diagnosis of Mental Disorders Across the Lifespan	_____	3	_____
NURS 978	Clinical Psychopharmacology	_____	3	_____
NURS 986	Psychiatric Mental Health Nurse Practitioner Practicum	_____	2	_____
NURS 987	Psychiatric Mental Health Nurse Practitioner Practicum II	_____	2	_____
NURS 975	Psychotherapeutic Frameworks and Modalities	_____	3	_____
NURS 988	Psychiatric Mental Health Nurse Practitioner Practicum III	_____	2	_____
NURS 989	Psychiatric Mental Health Nurse Practitioner Practicum IV	_____	2	_____

Appendix A-4a

Post-Master's Adult Gerontological Acute Care Nurse Practitioner Certificate Program Curriculum Plan Entering Fall

E-Term 1	mid-August to mid-October (8 weeks)
NURS 850	Foundations in Acute Care (3)
NURS 851	Foundations in Acute Care Clinical Practicum (2) (125 hours) *
Credits	(5)
E-term 2	mid-October to mid-December (8 weeks)
NURS 852	AGACNP I (3)
NURS 853	AGACNP I Clinical Practicum (2) (125 hours) *
Credits	(5)
E-term 3	mid-January to mid-March (8 weeks)
NURS 854	AGACNP II (3)
NURS 855	AGACNP II Clinical Practicum (2) (125 hours) *
Credits	(2)
E-term 4	mid-March to mid-May (8 weeks)
NURS 856	AGACNP III (3)
NURS 857	AGACNP III Clinical Practicum (2) (125 hours) *
Credits	(5)
E-term 5	mid-May to mid-July (8 weeks)
NURS 858	AGACNP IV (3)
NURS 859	AGACNP IV Clinical Practicum (2) (125 hours) *
Credits	(5)

Total Credits Required: 20
Required Clinical Hours: 500

*Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-4b

Post-Master's Adult Gerontological Acute Care Nurse Practitioner Certificate Program Curriculum Plan Entering Spring

E-term 3 mid-January to mid-March (8 weeks)

NURS 850 Foundations in Acute Care (3)

NURS 851 Foundations in Acute Care Clinical Practicum (2) (125 hours) *

Credits (5)

E-term 4 mid-March to mid-May (8 weeks)

NURS 852 AGACNP I (3)

NURS 853 AGACNP I Clinical Practicum (2) (125 hours) *

Credits (5)

E-term 5 mid-May to mid-July (8 weeks)

NURS 854 AGACNP II (3)

NURS 855 AGACNP II Clinical Practicum (2) (125 hours) *

Credits (5)

E-term 1 mid-August to mid-October (8 weeks)

NURS 856 AGACNP III (3)

NURS 857 AGACNP III Clinical Practicum (2) (125 hours) *

Credits (5)

E-term 2 mid-October to mid-December (8 weeks)

NURS 858 AGACNP IV (3)

NURS 859 AGACNP IV Clinical Practicum (2) (125 hours) *

Credits (5)

Total Credits Required: 25
Required Clinical Hours: 500

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-4c
Post-Master's Adult Gerontological Acute Care Nurse Practitioner Certificate
Student Progression Record

STUDENT: _____ UNH ID _____	Semester Admitted: _____ Semester Graduated: _____ ADVISER: _____ CREDITS REQUIRED: 25
--------------------------------	---

Course Title		Semester	Cr	Grade
NURS 850	Foundations in Acute Care	_____	3	_____
NURS 851	Foundations in Acute Care Clinical Practicum	_____	2	_____
NURS 852	AGACNP I	_____	3	_____
NURS 853	AGACNP I Clinical Practicum	_____	2	_____
NURS 854	AGACNP II	_____	3	_____
NURS 855	AGACNP II Clinical Practicum	_____	2	_____
NURS 856	AGACNP III	_____	3	_____
NURS 857	AGACNP III Clinical Practicum	_____	2	_____
NURS 858	AGACNP IV	_____	3	_____
NURS 859	AGACNP IV Clinical Practicum	_____	2	_____

Appendix 5-4a Clinical Nurse Leader Full Time Curriculum Plan Entering Fall

FALL SEMESTER

NURS 908	Clinical Application of Human Physiology (3)
NURS 953	Promoting Quality Management (3)
NURS 963	Advanced Clinical Epidemiology (3)

Credits(9)

SPRING SEMESTER

NURS 925	Health Care Systems & Leadership (3)
NURS 952	Clinical Nursing Leadership (2)
NURS 952C	Clinical Nursing Leadership Clinical (6) * (300 hours)
NURS 968	Nursing Science and Evidence-Based Practice (3)

Credits (14)

SUMMER SESSION

NURS 901	Health Policy (3)
NURS 902	Advanced Physical Assessment (2)
NURS 958	Clinical Nurse Leader Capstone (6) (200 hours) *

Credits (11)

Total Credits Required: 34

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Online course:
NURS 901, NURS 908
NURS 925, NURS 953
NURS 963

Hybrid course:
NURS 952, NURS 958
NURS 968

**Course meets
on campus:**
NURS 902

Clinical course:
NURS 952C
NURS 958 (in
addition to
on-campus
Seminars)

Appendix A-5b
Clinical Nurse Leader
Part Time Curriculum Plan Entering Fall

FALL SEMESTER I

NURS 963 Advanced Clinical Epidemiology (3)

Credits (3)

SPRING SEMESTER I

NURS 925 Health Care Systems and Leadership (3)

NURS 968 Nursing Science and Evidence-Based Practice (3)

Credits (6)

SUMMER SESSION I

NURS 901 Health Policy (3)

NURS 902 Advanced Physical Assessment (2)

Credits (5)

FALL SEMESTER II

NURS 908 Advanced Pathophysiology (3)

NURS 953 Promoting Quality Management (3)

Credits (6)

SPRING SEMESTER II

NURS 952 Clinical Nursing Leadership (2)

NURS 952C Clinical Nursing Leadership Clinical (6) * (300 hours)

Credits (8)

SUMMER SESSION II

NURS 958 Clinical Nurse Leader Capstone (6) (200 hours) *

Credits (6)

Total Credits Required: 34

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-5c
Clinical Nurse Leader
Full Time Curriculum Plan Entering Spring

SPRING SEMESTER

NURS 968 Nursing Science and Evidence-Based Practice (3)

Credits (3)

SUMMER SESSION

NURS 902 Advanced Physical Assessment (2)

Credits (2)

FALL SEMESTER

NURS 908 Clinical Application of Human Physiology (3)

NURS 953 Promoting Quality Management (3)

NURS 963 Advanced Clinical Epidemiology (3)

Credits(9)

SPRING SEMESTER

NURS 925 Health Care Systems & Leadership (3)

NURS 952 Clinical Nursing Leadership (2)

NURS 952C Clinical Nursing Leadership Clinical (6) * (300 hours)

Credits (11)

SUMMER SESSION

NURS 901 Health Policy (3)

NURS 958 Clinical Nurse Leader Capstone (6) (200 hours) *

Credits (9)

Total Credits Required: 34

* Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-5d

Clinical Nurse Leader

Part Time Curriculum Plan Entering Spring

SPRING SEMESTER I

NURS 968 Nursing Science and Evidence-Based Practice (3)

Credits (3)

SUMMER SESSION I

NURS 901 Health Policy (3)

Credits (3)

FALL SEMESTER I

NURS 963 Advanced Clinical Epidemiology (3)

Credits (3)

SPRING SEMESTER II

NURS 925 Health Care Systems & Leadership (3)

Credits (3)

SUMMER SESSION

NURS 902 Advanced Physical Assessment (2)

Credits (2)

FALL SEMESTER II

NURS 908 Advanced Pathophysiology (3) NURS 953 Promoting Quality Management (3)

Credits (6)

SPRING SEMESTER III

NURS 952 Clinical Nursing Leadership (2) NURS 952C Clinical Nursing Leadership
Clinical (6)* (300 hours)

Credits (8)

SUMMER SESSION III

NURS 958 Clinical Nurse Leader Capstone (6) (200 hours) *

Credits (6)

Total Credits Required: 34
fees are paid directly to vendor.

* Course Fees associated. See tuition statement for fee details. Additional

Appendix A-5e **Clinical Nurse Leader** **Student Progression Record**

Semester Admitted: _____

Semester Graduated: _____

STUDENT: _____

ADVISER: _____

UNH ID _____

CREDITS REQUIRED: 34

Course #	Title	Semester	Cr	Grade
NURS 901	Health Policy	_____	3	_____
NURS 902	Advanced Physical Assessment	_____	2	_____
NURS 908	Advanced Pathophysiology	_____	3	_____
NURS 925	Health Care Systems & Leadership	_____	3	_____
NURS 952	Clinical Nursing Leadership	_____	2	_____
NURS 952C	Clinical Nursing Leadership Clinical	_____	6	_____
NURS 953	Promoting Quality Management	_____	3	_____
NURS 958	Clinical Nurse Leader Capstone	_____	6	_____
NURS 963	Advanced Clinical Epidemiology	_____	3	_____
968	Nursing Science and Evidence Based Practice	_____	3	_____
899	Master's Thesis (optional)	_____	6	_____

Committee Chairperson: _____

Committee Member: _____

Committee Member: _____

Appendix A-6a

Evidence Base Nursing

Full Time Curriculum Plan Entering Fall

FALL SEMESTER I

NURS 908	Advanced Pathophysiology (3)
NURS 944	Population Health Promotion and Risk Reduction (3)
NURS 953	Promoting Quality Management (3)
NURS 963	Advanced Clinical Epidemiology (3)

Credits (12)

SPRING SEMESTER I

NURS 901	Health Policy (3)
NURS 925	Health Care Systems & Leadership (3)
NURS 968	Nursing Science and Evidence Based Practice (3)

Credits (9)

FALL SEMESTER II

NURS 909	Advanced Health Assessment and Diagnostic Reasoning (3)*
NURS 955	Practicum in Advanced Nursing Practice (112 hours) (3) *
NURS 956	Capstone Project Seminar (3)

Credits (9)

Total Credits Required: 30

* Course Fees Associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Online course:

NURS 901, NURS 908
NURS 925, NURS 944
NURS 953, NURS 956
NURS 963

Hybrid course:

NURS 968

Course meets on campus weekly:

NURS 909

Clinical course:

NURS 955

Appendix A-6b
Evidence Based Nursing
Part Time Curriculum Plan Entering Fall

YEAR I

FALL SEMESTER		SPRING SEMESTER	
NURS 963	Advanced Clinical Epidemiology (3)	NURS 901 NURS 968	Health Policy (3) Nursing Science & Evidence Based Practice (3)
Credits	(3)	Credits	(6)

YEAR II

FALL SEMESTER		SPRING SEMESTER	
NURS 908 NURS 953	Advanced Pathophysiology (3) Promoting Quality Management (3)	NURS 925	Health Care Systems and Leadership (3)
Credits	(6)	Credits	(3)

YEAR III

FALL SEMESTER		SPRING SEMESTER	
NURS 909 NURS 944	Advanced Health Assessment and Diagnostic Reasoning (3) * Population Health Promotion & Risk Reduction (3)	NURS 955 NURS 956	Practicum in Advanced Nursing Practice (3) (112 hours) * Capstone Project Seminar (3)
Credits	(6)	Credits	(6)

Total Credits Required: 30

* Course Fees Associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-6c
Evidence Based Nursing
Full Time Curriculum Plan Entering Spring

SPRING SEMESTER I

NURS 901	Health Policy (3)
NURS 968	Nursing Science and Evidence Based Practice (3)

Credits	(6)
---------	-----

FALL SEMESTER I

NURS 908	Advanced Pathophysiology (3)
NURS 944	Population Health Promotion and Risk Reduction (3)
NURS 953	Promoting Quality Management (3)
NURS 963	Advanced Clinical Epidemiology (3)

Credits	(12)
---------	------

SPRING SEMESTER II

NURS 925	Health Care Systems & Leadership (3)
----------	--------------------------------------

Credits	(3)
---------	-----

FALL SEMESTER II

NURS 909	Advanced Health Assessment and Diagnostic Reasoning (3) *
NURS 955	Practicum in Advanced Nursing Practice (112 hours) (3) *
NURS 956	Capstone Project Seminar (3)

Credits	(9)
---------	-----

Total Credits Required: 30

Course Fees associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-6d
Evidence Based Nursing
Part Time Curriculum Plan Entering Spring

SPRING SEMESTER I

NURS 901	Health Policy (3)
NURS 968	Nursing Science & Evidence Based Practice (3)

Credits (6)

FALL SEMESTER I

NURS 944	Population Health Promotion & Risk Reduction (3)
NURS 963	Advanced Clinical Epidemiology (3)

Credits (6)

SPRING SEMESTER II

NURS 925	Health Care Systems and Leadership (3)
----------	--

Credits (3)

FALL SEMESTER II

NURS 908	Advanced Pathophysiology (3)
NURS 909	Advanced Health Assessment and Diagnostic Reasoning (3)*
NURS 953	Promoting Quality Management (3)

Credits (9)

SPRING SEMESTER III

NURS 955	Practicum in Advanced Nursing Practice (3) (112 hours)*
NURS 956	Capstone Project Seminar (3)

Credits (6)

Total Credits Required: 30

*Course Fees Associated. See tuition statement for fee details. Additional fees are paid directly to vendor.

Appendix A-6e **Evidence Based Nursing** **Student Progression Record**

Semester Admitted: _____

Semester Graduated: _____

STUDENT: _____

ADVISER: _____

UNH ID: _____

CREDITS REQUIRED: 30

Course #	Title	Semester	Cr	Grade
NURS 901	Health Policy	_____	3	_____
NURS 908	Advanced Pathophysiology	_____	3	_____
NURS 909	Advanced Health Assessment and Diagnostic Reasoning	_____	3	_____
NURS 925	Health Care Systems & Leadership	_____	3	_____
NURS 944	Popul Health Promotion & Risk Reduction	_____	3	_____
NURS 953	Promoting Quality Management	_____	3	_____
NURS 955	Practicum in Advanced Nursing Practice	_____	3	_____
NURS 956	Capstone Project Seminar	_____	3	_____
NURS 963	Advanced Clinical Epidemiology	_____	3	_____
NURS 968	Nursing Science and Evidence-Based Practice	_____	3	_____
NURS 899	Master's Thesis (optional)	_____	6	_____

Committee Chairperson: _____

Committee Member: _____

Committee Member: _____

Appendix A-7

Direct Entry Master's in Nursing Curriculum Plan

		credits	clinical Hrs	fee*
SPRING I				
NURS 801	Health Policy and Nursing Practice	3cr		
NURS 807	Pathophysiology and Pharmacology	4cr		
NURS 813	Health Assessment and Clinical Nursing Theory	4cr		\$874
NURS 813C	Health Assessment and Clinical Nursing	2cr	90	338
NURS 813.L	Health Assessment & Clinical Nursing Lab	0cr		
NURS 968**	Nursing Science and Evidence-Based Practice	3cr		
Credits		16		
SUMMER I				
NURS 822	Chronic Disease Management	3cr		
NURS 826	Caring for People with Severe & Persistent Mental Ill	2cr		
NURS 826C	Caring for People w/Severe & Persis Mental Ill Clin	2cr	90	
NURS 831	Childbearing & Childrearing Families	2cr		
NURS 831C	Caring for the Childbearing & Childrearing Families Clinical	2cr	90	
NURS 902	Advanced Physical Assessment	2cr		
NURS 908***	Advanced Pathophysiology	3cr		
Credits		16		
FALL I				
NURS 811	Clinical Reasoning through Simulation	2cr		338
NURS 827	Managing Acute & Complex Care of Individuals	4cr		
NURS 827C	Clinical	2cr	90	
NURS 835	Leadership in Healthcare	3cr		
NURS 844	Population Health	3cr		
Credits		14		
SPRING II				
NURS 952**	Clinical Nursing Leadership	2cr		
NURS 952C	Clinical Nursing Leadership Clinical	6cr	300	
NURS 953***	Promoting Quality Management	3cr		
Credits		11		
Eligible for NCLEX-RN				
SUMMER II				
NURS 958****	Clinical Nurse Leader Capstone	6cr	200	
Credits		6		
Total		63	860	

* Fees noted are effective fall 2019 and are subject to change. See tuition statement for fee details. Additional fees are paid directly to vendor. **Hybrid; ***Online, ****Hybrid plus clinical; remaining courses meet on campus weekly or clinical.

Appendix B-1-a
Verification of Health Evaluation
University of New Hampshire Department of Nursing
Verification of Health Evaluation

(to be completed by health care provider NP, PA, MD, or DO)

This form is to verify medical clearance to participate in clinical placements for UNH Graduate Program in Nursing or Direct Entry Master's in Nursing students for the upcoming academic year.

This form needs to be completed on a yearly basis to document evidence of a physical from within the last 12 months. This is to meet the requirement of clinical agencies for a health status report from within the last year.

Last Name: _____ First Name: _____ MI _____

DOB: _____ Student ID: _____

Any pertinent health history, review of systems, and physical exam based on the clinician's judgment needs to be performed at this time.

My findings: please check

☐ No health problems that interfere with performing the essential job responsibilities of a student nurse.

☐ Yes, there are health problems that interfere with performing the essential job responsibilities of a student nurse. Therefore, I have instructed the student to seek an evaluation for reasonable accommodation at UNH Disability Services.

<http://www.unh.edu/disabilityservices/>

Healthcare Provider (NP, PA, MD, or DO) name: _____

Signature: _____ Date: _____

Practice name: _____ Phone: _____

Address: _____

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Appendix B-1b

Clinical Documentation Form- Direct Entry Master's in Nursing



DIRECT ENTRY MASTER'S PROGRAM IN NURSING
 CLINICAL DOCUMENTATION: **1ST YEAR ONLY**
 MUST BE COMPLETED BEFORE DECEMBER 15TH, PRIOR TO START DATE
 THIS INCLUDES **ALL BOOSTERS AS REQUIRED**

Student Name _____ UNH ID _____ Date of Birth _____

Titres DATE OF TITRE	Results Immune/Not Immune only	Positive Results Required NEEDS TO BE COMPLETED BEFORE CLINICAL BEGINS
MMR Mumps _____ Measles _____ Rubella _____	CIRCLE ONE Immune /Not Immune Immune / Not Immune Immune / Not Immune	Positive Results <u>Required</u> by the Department of Nursing If MM titres are negative, must document 2 boosters one month apart; if R titre is negative, must document 1 booster. **Document Boosters below
Varicella _____	Immune / Not Immune	Positive Results <u>Required</u> by the Department of Nursing If titre is negative, must document 1 booster. **Document Boosters below
Hepatitis B _____	Immune / Not Immune	Positive Results <u>Required</u> by the Department of Nursing If titre is negative, must repeat series and submit documentation; do not repeat titre. If a student is in the process of receiving initial series, a letter from PCP must be submitted. Series must be completed according to the CDC-recommended schedule. Titre must be submitted within 2 months of final dose. **Document Boosters below
Healthcare provider _____ <div style="display: flex; justify-content: space-between; width: 100%;"> signature print name date </div>		
**Immunization Boosters if negative Titres	Date Given	Boosters required for Negative Titres NEEDS TO BE COMPLETED BEFORE CLINICAL BEGINS
Mumps/Measles	1) _____ 2) _____	Only necessary if titres are negative as listed above
Rubella	1) _____	Only necessary if titres are negative as listed above
Varicella	1) _____	Only necessary if titres are negative as listed above
Hep B Series	1) _____ 2) _____ 3) _____	Only necessary if titres are negative as listed above
Healthcare provider _____ <div style="display: flex; justify-content: space-between; width: 100%;"> signature print name date </div>		
Immunization One Time	Date Given	<u>Required</u> by the Department of Nursing NEEDS TO BE COMPLETED BEFORE CLINICAL BEGINS
Tdap		Proof of immunization must be within ten years. If older than November 2008, must be repeated.
Healthcare provider _____ <div style="display: flex; justify-content: space-between; width: 100%;"> signature print name date </div>		

6/2016

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Appendix B-1c **Direct Entry Master's in Nursing PPD Reporting**



DIRECT ENTRY MASTER'S PROGRAM IN NURSING CLINICAL DOCUMENTATION DUE AFTER NOVEMBER 1ST AND BEFORE DECEMBER 15TH YEARLY UNLESS OTHERWISE NOTED

Student Name _____ UNH ID _____ Date of Birth _____

Vaccine	Date Given	Required yearly by the Department of Nursing	
Seasonal Flu Yearly		First year due between November 1 st and before December 15 th . Second year Due October 15 of current academic year or next business day yearly	
Healthcare provider _____ signature _____ print name _____ date _____			
Test	Date Read	Results	Required yearly by the Department of Nursing
2-Step PPD or alternative Yearly	1 st _____ 2 nd _____	1 st _____ 2 nd _____	Due after November 1 and before December 15 th yearly. If PPD is positive, a chest X-ray is required and documentation from PCP stating no active disease. If X-ray performed in the past, submit documentation from PCP stating no active disease yearly. Allow 3 days for reading. Results must be reported by PCP or designee, no family or friends.
Healthcare provider _____ signature _____ print name _____ date _____			

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Appendix B-1d

Graduate Program in Nursing Clinical Documentation Form



GRADUATE PROGRAM IN NURSING
CLINICAL DOCUMENTATION
DUE MID-SEMESTER PRIOR TO FIRST CLINICAL COURSE UNLESS OTHERWISE NOTED

Student Name _____ UNH ID _____ Date of Birth _____

Titres One Time	Titre Date	Results +/- only	Positive Results Required by the Department of Nursing
MMR Mumps Measles Rubella	_____	_____	Positive Results Required by the Department of Nursing If MMR titres are negative, must document 2 boosters one month apart; if R titre is negative, must document 1 booster.
Varicella	_____	_____	Positive Results Required by the Department of Nursing If titre is negative, must document 1 booster.
Hep B	_____	_____	Positive Results Required by the Department of Nursing If titre is negative, must repeat series and submit documentation; do not repeat titre. If a student is in the process of receiving initial series, a letter from PCP must be submitted. Series must be completed according to the CDC-recommended schedule. Titre must be submitted within 2 months of final dose.
Healthcare provider _____ signature _____ print name _____ date _____			
Immunization One Time	Date Given	Required by the Department of Nursing	
Tdap	_____	Proof of immunization must be within ten years.	
Healthcare provider _____ signature _____ print name _____ date _____			
Vaccine	Date Given	Required yearly by the Department of Nursing	
Seasonal Flu Yearly	_____	Due October 15 of current academic year or next business day yearly	
Healthcare provider _____ signature _____ print name _____ date _____			
Test	Date Read	Results	Negative Results Required yearly by the Department of Nursing
PPD or alternative Yearly	_____	_____	If PPD is positive, a chest X-ray is required and documentation from PCP stating no active disease. If chest X-ray was performed in the past, submit documentation from PCP stating no active disease. A 2- step PPD may be required. Allow 3 days for reading. Results must be reported by PCP or designee, no family or friends.
Healthcare provider _____ signature _____ print name _____ date _____			

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Appendix B-1e

NH State Police Criminal Background Check

	State of New Hampshire Department of Safety DIVISION OF STATE POLICE	Criminal Records Unit 33 Hazen Drive, Concord, NH 03305
CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM		
INSTRUCTIONS NH RSA 106-B:14 and Administrative Rule Saf-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.		
<p style="text-align: center;">SECTION I (PLEASE PRINT CLEARLY)</p> <p>NAME _____</p> <p style="text-align: center;">LAST (MAIDEN/ALIAS) FIRST MI</p> <p>ADDRESS _____</p> <p style="text-align: center;">STREET CITY STATE ZIP CODE</p> <p>DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____</p> <p>SEX _____ DRIVER LICENSE NUMBER _____ STATE _____</p> <p>PURPOSE OF RECORD: Housing Employment Annulment/Expungement Other Student</p> <p>My signature below certifies I am the individual listed above and the information provided is true</p> <p>YOUR SIGNATURE: _____ DATE _____</p> <p style="text-align: center;"><small>Signed under penalty of unsworn falsification pursuant to RSA 541:3</small></p> <p> Gene E. Harkless 5/1/2017</p> <p>SIGNATURE OF PERSON/ENTITY TO RECEIVE RECORD _____ DATE _____</p>	<p style="text-align: center;">SECTION II</p> <p>I hereby authorize the release of my criminal record conviction(s), if any, to the following individual: Gene Harkless, University of New Hampshire Nursing</p> <p>NAME OF PERSON/ENTITY TO RECEIVE RECORD _____</p> <p>ADDRESS 4 Library Way, Hewitt Hall, Durham NH 03824</p> <p style="text-align: center;">STREET CITY STATE ZIP CODE</p> <p>YOUR SIGNATURE _____ DATE _____</p> <p>NOTARY'S SIGNATURE _____ DATE _____</p> <p style="text-align: center;">(AFFIX SEAL) (comm. Exp.)</p>	
RECORD CHALLENGE		
<p>Saf-C 5703.12 Procedure for Correcting a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.</p> <p>WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.</p>		
<p><input type="checkbox"/> To prevent a delay in processing, I have enclosed a self-addressed envelope. <input type="checkbox"/> Prepaid Acc't Number _____</p> <p>A \$25.00 fee is required for each request. Make checks payable to: State of NH – Criminal Records.</p>		

DSSP256 (Effective 7/15/16)

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Appendix B-1f Verified Credentials



University of New Hampshire

University of New Hampshire has partnered with Verified Credentials to manage your program requirements including the following:

- Background Check

To access QualifiedFirst go to:

<http://scholar.verifiedcredentials.com/?organization=unh>

How It Works:

1. Enter code for the program you will be attending located above the "Get Started!" button on the right side of the page. Use background check + statewide code for your program below.

Background Check + Statewide 10 Year Direct Entry Master's in Nursing
MPRBG-77249

Background Check + Statewide 10 Year Graduate Program in Nursing
VWPWP-87976

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

7-10-14

Appendix B-1g BEAS Form

State of New Hampshire
Department of Health and Human Services
Bureau of Elderly and Adult Services (BEAS)

3655
4/11

BEAS STATE REGISTRY CONSENT FORM (RSA 161-F:49*)

Employer Information

I hereby authorize the release of any adult abuse, neglect, and/or exploitation record that you may find concerning me to: (This portion must be filled out in order to be processed.)

Employer Name: University of New Hampshire
Mailing Address: Department of Nursing Hewitt Hall
Telephone: 603-862-2271
Fax: 603-862-4771

For Official Use Only

Employee Information

PLEASE PRINT IN CLEAR BLOCK LETTERS

(If content is illegible, it will be stamped "Unable to Process" and returned.)

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address _____ City/State/Zip: _____

Telephone: _____ Gender: Female _____ Male _____

Also known by the following names (Maiden Name, etc.):

Last Name _____ First Name: _____ Middle Initial: _____

Last Name _____ First Name: _____ Middle Initial: _____

Date of Birth: Month _____ Day _____ Year _____ Social Security #: _____
(Required) (Optional)

Position: **Nursing Student** Select one: ☐ Applying ☐ Current Position

employee _____ consultant _____ volunteer _____ vendor _____ other **Student**

I understand that the information disclosed and provided by BEAS, under this State Registry Consent Form, is intended for use by the above-named employer in conjunction with my employment/volunteering.

Employee Signature _____ Date _____

Witness Signature _____ Date _____

(REQUIRED)

Fax to: (603) 271-6875 or Email BEASStateRegistry@dhhs.state.nh.us
Or Mail to: BEAS State Registry, Concord District Office, 40 Terrill Park Drive
Concord, NH 03301-3857

*This record check pertains only to findings made on or after July 1, 2007 pursuant to RSA 161-F:49.

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Appendix C

Preceptor-Faculty-Agency-Student Responsibilities

Preceptor Responsibilities:

1. Review preceptor pack including clinical course objectives and evaluation form.
Note: Packets are available through our Typhon tracking system (log-in instructions sent by email) and provided to you by the student on the first day of clinical.
2. Provide contact information by email and/or phone for faculty contact during the practicum.
3. Submit an up-to-date CV through Typhon or to clinical contact.
4. Function as a role model in the practicum setting.
5. Facilitate learning opportunities while supervising no more than two students at a given time.
6. Orient the student to the practicum site.
7. Collaborate with faculty to review the progress of the student toward meeting practicum learning objectives.
Note: At least one preceptor / course faculty site visit occurs during the semester and clinical faculty are available by phone or email throughout the semester.
8. Contact the faculty if assistance is needed or if any problem with student performance occurs.
9. Provide feedback to the student regarding practicum performance at midterm and end of semester.
10. Confirm hours logged by the student on midterm and end of semester evaluations.
11. Coordinate alternative arrangements for preceptorship completion in the event of extended absences.
12. Provide evaluative feedback to the nursing program regarding the practicum experience and suggestions for program improvement.
13. Nurse practitioner preceptors: please e-mail administrative assistant to let us know if you are certified through ANCC or AANP. Providing this information will allow us to document your preceptorship hours for recertification.

Nursing Program/Faculty Responsibilities:

1. Ensure that preceptors meet qualifications.
2. Ensure that there are current written agreements that delineate the functions and responsibilities of the associated clinical agency and nursing program.
3. Ensure that practicum experiences using preceptors occur only after the student has completed theory and clinical experiences necessary to safely provide care to clients (within course or curriculum).
4. Provide the preceptor with student expectations and methods of evaluation.
5. Assume overall responsibility for teaching and evaluation of the student.
6. Assure student compliance with Tdap and flu immunizations; TB testing; MMR, Varicella, and Hep B titers; HIPAA compliance; OSHA standards; current health evaluation; BLS; liability insurance coverage; personal health insurance; and current professional nursing licensure.
7. Work cooperatively with the preceptor and the agency to determine student learning needs and appropriate assignments.
8. Maintain contact with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
9. Monitor student's progress through student-faculty-preceptor meetings as necessary; practicum seminars and review of student practicum assignments.

10. Be available, e.g., telephone, e-mail, Facetime, Zoom, or Skype, for consultation with preceptor.
11. Review feedback from the preceptor regarding student performance.

Agency Responsibilities:

1. Retain ultimate responsibility for the care of clients or the maintenance of programs.
2. Retain responsibility for preceptor's salary, benefits, and liability.

Student Responsibilities:

1. Provide the preceptor with 'preceptor packet' (including course syllabus, evaluation forms, and responsibilities) on first day of preceptorship and as requested.
2. Confirm accurate email and/ or phone number are obtained from preceptor.
3. Submit accurate hour logs on Typhon and to preceptor at midterm and end of semester.
4. Ensure midterm and end-of-semester evaluations are submitted as required to clinical faculty by preceptor.
5. Maintain open communications with the preceptor and faculty.
6. Maintain accountability for own learning activities and engage clinical faculty to remediate knowledge gaps.
7. Be accountable for own nursing actions while in the practicum setting.
8. Perform procedures and/or new activities after appropriate training under preceptor's discretion and supervision.
9. Respect the confidential nature of all information obtained during practicum experiences.
10. Wear appropriate professional attire and UNH ID tags when in the practicum site.

Appendix D-1a

Suggestions for Smooth Completion of Thesis

At the Outset

1. Master's Thesis requires enrollment in NURS 899 for six credits. **Students register only once.** Begin thinking about what you may want to do as early as your first semester in the program.
2. Selection of a committee chair and committee members must also be done. After consulting with appropriate faculty, submit a "Supervisory Committee Nomination Form" to the coordinator of the graduate program in nursing. Each committee member must sign the form. Attach a copy of your proposal to the form. A resume for a reader outside the Department of Nursing graduate faculty must also be attached.
3. Register for NURS 899 at least two semesters prior to planned graduation.
4. Begin work on the thesis early, at least two full semesters prior to planned graduation. In the faculty and students' experience, it takes most students three semesters to complete thesis work.
5. Finish early in the semester of graduation.
6. Discuss the contribution of each committee member. Clarify when the student will want to meet separately with the chairperson and the other committee members, depending on the task at hand. The chairperson and the student should decide when full committee meetings are in order. Typically, three full committee meetings are necessary: a) to approve the proposal, b) to review the first complete draft, and c) at the formal presentation.
7. Clarify whether the chairperson will make decisions regarding issues in which there is some difference of opinion or whether the group wants to commit to consensus with the student.
8. Discuss under what circumstances the committee might want to meet together prior to meeting with the student.
9. Discuss issues regarding publication of the findings or results and reach specific agreements on publications.
10. Be prepared to present your findings in a community forum.
11. Practice is available and highly recommended the week prior to presentation.
12. Make appointment with academic counselor in the Graduate School to review formatting by deadline set by the Graduate School.

13. Thesis submission instructions are found at <https://unh.app.box.com/v/thesischecklist>. Contact thesis chairperson for instructions for submitting to Department of Nursing.

Timetable Agreements

1. Discuss the timetable the student has in mind and decide whether it is realistic. Have the student submit a Gantt Chart. If deadlines agreed upon are missed, a revised Gantt Chart should be submitted to each committee member.
2. Agree that all drafts be given to committee members at least ten days before the student meets with the individual or with the committee.
3. Keep in mind that the end of the semester is busy for everyone. Longer response times may be necessary in late November and December, and in late April and May.
4. Negotiate summer work/readings/meetings with each member of the committee. Some faculty are available during the summer months, while others may not be.

Appendix D-1b

Master's Supervisory Committee Nomination Form

<https://unh.app.box.com/v/masters-committee>

Appendix D-1c
Gantt Chart* (example)

ACTIVITY	Date	Date	Date	Date	Date	Date	Date	Date
Meet with adviser to identify project committee								
Contact and confirm second reader								
Submit proposal, committee nomination form, and GANTT chart for review	Due mid-October following research seminar							
Submit first draft of lit. review to committee								
First draft reviewed and return with suggestions for changes (meet with committee if necessary)								
Make suggested revisions								
Submit revised lit. review to committee								
Second draft reviewed and returned with comments (meet with committee if necessary)								
Complete final revisions and submit to committee								
Meet with committee for final approval of paper								
Present findings at agreed to venue								

*Nursing Research Principles & Methods, Polet & Hungler (1983), p 599 & 601.

Appendix E

Graduate Assistant

Job Description

All graduate assistants are expected to spend 20 hours per week during period of appointment on assigned responsibilities. Graduate assistants begin one week prior to the start of classes and remain on the payroll, including during J-term, until the day before commencement.

Upon appointment as a graduate assistant, the Department of Nursing chair will assign responsibilities, depending on the needs of the department. Work assignments may include assisting with the simulation and learning laboratory curriculum, instructional and / or research support for faculty, or other responsibilities as needed.

All graduate assistants must have a criminal background report as required by UNH Human Resources. New graduate assistants must attend mandatory orientation through the Graduate School. More information is found at <https://gradschool.unh.edu/admissions/financial/graduate-assistant-orientation>.

Appendix F

University of New Hampshire Department Nursing Unusual Occurrence Report

Instructions: Complete all of the information below, sign the form, and submit to the department chairperson.

Name(s) of student(s) involved: _____

Course: _____ Clinical Site: _____

Date of occurrence: _____ Time: _____

Location of occurrence: _____

Witness (if any): _____ Phone: _____

Was a patient involved: ☐ Yes ☐ No

Did the occurrence involve any equipment or safety device: ☐ Yes ☐ No

Chronologically, describe in detail what happened: _____

Describe any injuries and treatment sought: _____

Any follow-up required: _____

Faculty member filing the report (print): _____

Title: _____

Signature: _____ Phone: _____

Appendix G

PPD Instructions

How is two-step tuberculin skin testing done?

The two-step tuberculin skin test (TST) is used to detect individuals with past tuberculosis (TB) infection who now have diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as a new infection.

Who should receive a two-step TST?

The two-step TST should be completed by applicants/students who:

- have never been tested; or
- have no documentation of prior testing; or
- do not remember being tested; or
- tested negative over 12 months ago.

Appointment schedule for two-step testing

Visit 1, day 1

- The first TST is given to the applicant/student and he/she is told to return in 48 to 72 hours for the test to be read.

Visit 2, day 2 - 3

- The first TST is evaluated, measured, and interpreted. The results are documented in millimeters (e.g. 0 mm, 4 mm, 12 mm).
- If the first TST is negative, the applicant/student is given an appointment to return for a second test in 7 - 21 days.
- If the first TST is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

Visit 3, day 7 - 21

- The second TST will be given to all applicants/students whose first test was negative, using the alternate arm.

Visit 4, 48 - 72 hours after the second test

- The second TST is evaluated, measured, and interpreted. The results are documented in millimeters (e.g. 0 mm, 4 mm, 12 mm).
- If the second TST is negative, the applicant/student is not infected.
- If the second test is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

Appendix H

Campus Map

