



**MASTER OF SCIENCE IN NURSING**  
**Student Handbook**  
**2019**

This handbook is a supplement to the Florida National University Catalog and Student Handbook. In case of conflict between handbooks, this document will govern on Graduate issues solely.

Revised  
Fall 2019

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# Welcome

Welcome to the Master of Science in Nursing Program.

## **Florida National University Information:**

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Fax # (305)362-0595

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11865 Coral Way  
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Fax # (305)362-0595

## **Web Site:**

[www.fnu.edu](http://www.fnu.edu)

## **MESSAGE FROM THE PRESIDENT**

I want to extend my personal congratulations to you on your acceptance into graduate studies at Florida National University. Graduate school is a time for exploration, professional, and academic growth, and a time for exchanging ideas. You are now part of a select and diverse group, The FNU Family.

Florida National University aims to assist the graduate students in academic matters, as well as degree requirements, financial assistance, and scholarship. We are looking forward to you becoming leaders in your profession and communities.

I wish you success in pursuing your advanced studies, and encourage you to contact us if you need any assistance.

Dr. Maria C. Regueiro,  
President

## **STUDENT ORIENTATION OVERVIEW**

The student orientation is designed to welcome the new student into the academic program: to facilitate the student's adjustment to the program and to introduce the student to the philosophy, organization, guidelines and procedures of Florida National University's Master of Science in Nursing Program. In addition, the role of the advanced practice nurse is examined to provide an effective transition into graduate studies.

## **The Master of Science in Nursing Program Student Orientation Handbook**

The student orientation handbook is designed to facilitate the new student orientation to Florida National University and the Master of Science in Nursing Program. It is understood that the new student is given so much to read, observe, and retain that he or she may forget items that were covered. We have attempted to include and delineate the most important aspects that will be necessary for your adjustment to the role of "*advanced practice nurse*" at Florida National University.

The handbook contains items that are specific to new student orientation. The handbook will serve as a resource to you regarding specific school policies and procedures.

**The last two pages of the Student Orientation Handbook include:**

- 1- Ethical Agreement**
- 2- Acknowledgment of Receipt.**

**THESE DOCUMENTS MUST BE SIGNED AND DATED BY THE STUDENT and must be returned to the MSN office at the end of the orientation session. Copies will be provided to the student upon request.**

### **STUDENT ORIENTATION OBJECTIVES**

At the completion of the student orientation, the student will be able to:

1. Describe the philosophy and mission statement of the Master of Science in Nursing Program.

2. Describe the curriculum framework of the Master of Science in Nursing Program including a brief description of all the nursing classes.
3. Identify the members of the Master of Science in Nursing Program: the director of the program (DON), faculty, and the clinical coordinator.
4. Explain the student's role in the Program Evaluation System.
5. Identify graduation requirements of the Master of Science in Nursing Program.
6. Explain the legal and ethical responsibilities of the Master of Science in Nursing Program.
7. Explain why advising and periodic evaluations are a necessary aspect of the learning process.

### **UNIVERSITY MISSION STATEMENT**

*The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.*

*Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality university education according to the student's personal goals, and the advancement of technology.*

*Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.*

## **PHILOSOPHY OF EDUCATION OF THE UNIVERSITY**

Florida National University devotes itself to the cause of education, aware that:

- 1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies;
- 2) there is much to gain from impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida.

Florida National University would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

### **Master of Science in Nursing Overview**

The graduate program is designed to build upon the student's baccalaureate nursing education and professional experience into the Master degree in Nursing. This program prepares professional nurses with a wide range of educational experiences to acquire essential evidence-based knowledge and skills for successful employment in chosen careers. The MSN program offers three concentrations: Nurse Educator, Nurse Leadership/Management, Family Nurse Practitioner and one track RN/MSN

The RN-MSN track is offered to foreign-educated doctors who hold a nursing license and nurses who earned a Bachelor's degree in a related field. This curriculum is designed to build upon students' nursing education and professional experiences. This streamline track will allow these professional nurses with previous medical and strong educational background to acquire essential evidence-based knowledge, skills, and earn an MSN degree for successful employment in their chosen careers. This track is also tailored to lead to the same concentrations offered under the MSN program: Nurse Educator, Nurse Leadership/Management, and Family Nurse Practitioner. See curriculum for graduation requirements.

The MSN is an extension of the Bachelor of Science in Nursing and was developed to respond to the national shortage of nurses with higher level of education.

The Master's degree in nursing at Florida National University is pursuing initial accreditation

by the Commission on Collegiate Nursing Education, 655 K Street NW Suite 750 Washington, DC 20001, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

### **Nurse Educator Concentration**

The Nurse Educator concentration is designed for nurses to leverage their clinical expertise in an educator role. This concentration will enable nurses to make upon a leadership role in curriculum development in addition to assuming an educator role in clinical and classroom setting. This concentration is offered fully online and can be completed on a full-time or part-time basis. One hundred twenty practicum hours are required for graduation.

### **Nurse Leadership and Management Concentration**

The Nurse Leadership / Management concentration will prepare nurses to apply transformational leadership and decision-making skills necessary to manage nursing unit and other department. In addition, this concentration will equip the nurse leader with the essential knowledge base to participate in the design and implementation of new models of care delivery and coordination. This concentration is offered fully online and can be completed on a full-time or part-time basis. One hundred twenty practicum hours are required for graduation.

### **Family Nurse Practitioner Concentration**

The Family Nurse Practitioner concentration is designed to prepare nurses for advanced clinical practice in the delivery of acute and chronic care to individuals and families throughout the lifespan and across the health continuum. This concentration also focuses on acquisition of evidence-based practice knowledge necessary to preside clinical care that includes health promotion, disease prevention, health education, and counseling in primary care settings. The FNP concentration can be completed in six semesters online and on-campus. Graduates are required to take the Family Nurse Practitioner Board Certification Examination with American Nurses Credentialing Center (ANCC) in order to be licensed and to work as a Family Nurse Practitioner. A total of five hundred practicum hours are required for graduation.

## **Master of Science in Nursing Program Mission**

The mission of the Master of Science in Nursing is: *"to prepare graduates to meet the challenges*

*of today's complex health care system and disease management in our diverse and underserved community. In the spirit of the mission of FNU, the MSN program will strive to provide the community with graduates who will be at the forefront of changes occurring in our ever evolving health care delivery system while the focus is shifting to patient centered care”.*

The Master of Science in Nursing subscribed to the philosophy statement of Florida National University. The nursing faculty embraces and adheres to the following beliefs:

- We believe that student's success in nursing derives from advanced knowledge of professional nursing standards and principles, development of more sophisticated assessment skills, high competency and safe practice.
- We believe that high level of critical thinking and decision-making skills can enhance the quality of nurse leaders, nurse educators, and family nurse practitioners.
- We believe that the Master of Science in Nursing should maintain the high standards of integrity and ethics for students, faculties, administrators and staff as set forth by the institution.
- We believe that every student is unique and deserves the individual support and guidance needed for success.
- We believe that the MSN graduate plays a vital role in the health care team within the limits of their scope of practice.
- We believe that an understanding of the advanced role of the nurse as indicated in the scope of practice is a key element for success and safe practice.

The MSN program builds upon *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and follows the professional nursing standards and guidelines stipulated in the following:

- *The Essential of Master's Education for Professional Practice* (AACN, 2011).  
<http://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf>
- *Florida Board of Nursing: Nurse Practice Act Chapter 64B9- Administrative Policies pertaining to Certification of Advanced Nurse Practitioners* (FBON, 2017)  
<https://www.flrules.org/gateway/chapterhome.asp?chapter=64B9-4>
- *American Association of Colleges of Nursing, Education Consortium: Graduate-Level QSEN Competencies: Knowledge, Skills, and Attitudes* (September, 2012).  
<http://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/Graduate-QSEN-Competencies.pdf>
- *Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education* (July 2008).

- [https://www.ncsbn.org/Consensus\\_Model\\_for\\_APRN\\_Regulation\\_July\\_2008.pdf](https://www.ncsbn.org/Consensus_Model_for_APRN_Regulation_July_2008.pdf)
- *Criteria for Evaluation of Nurse Practitioner Programs [National Task Force on Quality Nurse Practitioner Education (NTF),2016).*  
<https://c.ymcdn.com/sites/nonpf.site-ym.com/resource/resmgr/docs/ntfevalcriteria2012final.pdf>
  - *Guide to the Code of Ethics for Nurses (ANA, 2015).*  
<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf>
  - *Nursing: Scope and Standards of Practice, 2' edition (ANA, 2010).*  
<http://nursingworld.orWnursing-scope-standards>
  - *Nurse Practitioner Core Competencies Content (NONPF,2014).*  
<http://c.ymcdn.com/sites/www.nonpf.org/resource/resmgr/competencies/2014npcorecompscontentfinaln.pdf>
  - *Nursing Scope and Standards of Practice, 3<sup>rd</sup> edition: Standards for Professional Performance (ANA, 2015).* <https://www.iupuc.edu/health-sciences/files/Nursing-ScopeStandards-3E.pdf>
  - *ANA Leadership Competency Model (ANA, 2018).*  
<https://www.nursingworld.org/~4a0a2e/globalassets/docs/ce/177626-ana-leadership-booklet-new-final.pdf>

The Essentials of Master Education provides the foundation for the Master of Science in Nursing program pertaining to: leading change, building and leading collaborative inter professional care teams, designing innovative nursing practices, and translating evidence into practice.

The MSN program has FNP as a concentration not as a “stand alone program”. This concentration is focusing on one advanced role, which is the family practice that follows the guidelines stipulated in the NTF, the Consensus Model and the Nurse Practitioner Core Competencies Content in order to assure the quality of the MSN graduates and to better prepare them to pass the ANCC board certification.

### **Master of Science in Nursing Program Goals:**

- 1- Graduates will be able to ethically apply the program disciplines to on-the-job success.
- 2- Graduates will possess the core knowledge and skills necessary for advancement in their careers.
- 3- Graduates will have acquired the skills and knowledge needed to be successful in their chosen field.

## **Master of Science in Nursing Program Learning Outcomes:**

### **Upon completion of the program, graduates will be able to:**

- Integrate nursing theory, research, and advanced knowledge into practice settings to contribute to the development of the nursing discipline as a science and to function efficiently in the roles of Nurse Educator, Leader, and Practitioner.
- Appraise healthcare ethical issues as they affect individuals, communities, society and provide leadership in collaboration with other disciplines to improve clinical outcomes.
- Advocate for quality and cost effective care through comprehensive management and negotiation with various health care delivery systems.
- Use critical thinking to provide holistic nursing care across the lifespan in a variety of complex health care settings utilizing evidence-based practice knowledge to promote health, prevent disease, and maintain well-being for individuals, families, groups, communities, and populations.
- Apply concepts and skills of leadership, management, quality improvement, and patient safety in the delivery of high quality care while engaging in the promotion of health, prevention of disease, and maintenance of high function across the health-illness continuum.
- Incorporate the values of human diversity and dignity in their practice to deliver culturally and spiritually sensitive care to the community.

**PROGRAM CURRICULUM:**

**Master of Science in Nursing Program**

Course #	Title	Credit Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
	<b>Nurse Educator</b>				
	<b>Semester 1</b>				
NGR 5101	Nursing Theory	3	45	0	0
NGR 5110	Nursing Research	3	45	0	0
NGR 5700	Decision Making	3	45	0	0
	<b>Semester 2</b>				
NGR 5703	Advanced Nurse Role	3	45	0	0
NGR 5803	Evidence Based Nursing Practice	3	45	0	0
NGR 5891	Health Care Policy	3	45	0	0
	<b>Semester 3</b>				
NGR 6101	Nursing Curriculum Development	3	45	0	0
NGR 6710	Teaching & Learning Strategies	3	45	0	0
NGR 6712	Introduction to Educational Concepts	3	45	0	0
	<b>Semester 4</b>				
NGR 6715	Introduction to Technology		45	0	0
NGR 6718	Assessment and Evaluation Strategies	3	45	0	0
NGR 6940	<b>Nurse Educator Practicum (Capstone) Project</b>	3	45	120	0
	<b>Total Credit Hours</b>	36			

Course #	Title	Credit Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
	<b>Nurse Leadership/Management</b>				
	<b>Semester 1</b>				
NGR 5101	Nursing Theory	3	45	0	0
NGR 5110	Nursing Research	3	45	0	0
NGR 5700	Decision Making	3	45	0	0
	<b>Semester 2</b>				
NGR 5703	Advanced Nurse Role	3	45	0	0
NGR 5803	Evidence Based Nursing Practice	3	45	0	0
NGR 5891	Health Care Policy	3	45	0	0
	<b>Semester 3</b>				
NGR 6110	Nursing Leadership and Management	3	45	0	0
NGR 6120	Nursing Decision-Making in Complex Health Systems	3	45	0	0
NGR 6720	Organization Dynamics	3	45	0	0
	<b>Semester 4</b>	3			

NGR 6722	Financial Management and Resources Development	3	45	0	0
NGR 6871	Health Care Informatics	3	45	0	0
NGR 6942	<b>Nurse Leadership/Management Practicum (Capstone Project)</b>	3	45	120	0
	<b>Total Credit Hours</b>	36			

Course #	Title	Credit Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
	<b>Family Nurse Practitioner</b>				
	<b>Semester 1</b>				
NGR 5101	Nursing Theory	3	45	0	0
NGR 5110	Nursing Research	3	45	0	0
	<b>Semester 2</b>			0	0
NGR 5141	Advanced Pathophysiology	3	45	0	0
NGR 5891	Health Care Policy	3	45	0	0
	<b>Semester 3</b>			0	0
NGR 5035	Advanced Health Assessment**	3	45	0	0
NGR 6172	Advanced Pharmacology	3	45	0	0
	<b>Semester 4</b>				
NGR 6610	Advanced Primary Care of Family I	3	45	0	0
NGR6610L	Advanced Primary Care of Family Practicum I	3	45	180	0
	<b>Semester 5</b>				0
NGR 6616	Advanced Primary Care of Family II	3	45	0	0
NGR 6616 L	Advanced Primary Care of Family Practicum II	3	45	140	0
	<b>Semester 6</b>				
NGR 6638	Integration Advanced Primary Care of Family	3	45	0	0
NGR 6619 L	Advanced Family Practicum III	3	45	180	0
	<b>Total Credit Hours</b>	36		500	

### RN/MSN –Nurse Educator Concentration

Course #	Title	Credit Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
	<b>Nurse Educator</b>				
	<b>Semester 1</b>				
NUR 3065 C	Physical Assessment in Health Care	4	60	0	0
NUR 3125	Pathophysiology	4	60	0	0
NUR 3165	Nursing Research	3	45		
NUR 3655	Culture in Nursing Practice	3	45	0	0
NUR 3826	Ethical& Legal Aspects of Nursing Pr.	2	30	0	0
NUR 4516	Crisis Intervention	3	45	0	0
	<b>Semester 2</b>				
NGR 5101	Nursing Theory	3	45		
NGR 5110	Nursing Research	3	45	0	0
NGR 5700	Decision Making	3			0
	<b>Semester 3</b>	3	45	0	0
NGR 5703	Advanced Nurse Role	3	45	0	0
NGR 5803	Evidence Based Nursing Practice	3	45	0	0
NGR 5891	Health Care Policy	3	45	0	0
	<b>Semester 4</b>				
NGR 6101	Nursing Curriculum Development	3	45	0	0
NGR 6710	Teaching & Learning Strategies	3	45	0	0
NGR 6712	Introduction to Education Concepts	3	45	0	0
	<b>Semester 5</b>				
NGR 6715	Instructional Technology	3	45	0	0
NGR 6718	Assessment & Evaluation Strategies	3	45	0	0
NGR 6940	Nurse Educator Practicum (Capstone Project)	3	45	120	0
	Practicum (Capstone Project)	0	0	0	0
	<b>Total Credits Hours</b>	55		120	0

## RN/MSN- Nurse Leadership/ Management

Course #	Title	Credit Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
<b>Nurse Leadership/Management</b>					
<b>Semester 1</b>					
NUR 3065 C	Physical Assessment in Health Care	4	60	0	0
NUR 3125	Pathophysiology	4	60	0	0
NUR 3165	Nursing Research	3	45	0	0
NUR 3655	Culture in Nursing Practice	3	45	0	0
NUR 3826	Ethical & Legal Aspects of Nursing Practice	2	30	0	0
NUR 4516	Crisis Intervention	3	45	0	0
<b>Semester 2</b>					
NGR 5101	Nursing Theory	3	45	0	0
NGR 5110	Nursing Research	3	45	0	0
NGR 5700	Decision Making	3	45	0	0
<b>Semester 3</b>					
NGR 5703	Advanced Nurse Role	3	45	0	0
NGR 5803	Evidence Based Nursing Practice	3	45	0	0
NGR 5891	Health Care Policy	3	45	0	0
<b>Semester 4</b>					
NGR 6110	Nursing Leadership and Management	3	45	0	0
NGR 6120	Nursing Decision Making in Complex Health Systems	3	45	0	0
NGR 6720	Organization Dynamics	3	45	0	0
<b>Semester 5</b>					
NGR6722	Financial Management & Resource Development	3	45	0	0
NGR 6871	Health Care Informatics	3	45	0	0
NGR 6942	Nurse Leadership and Management Practicum (Capstone Project)	3	45	0	0
	<b>Total Credit Hours</b>	55		120	

### RN/MSN- Family Nurse Practitioner

Course #	Title	Credit Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
<b>Family Nurse Practitioner</b>					
<b>Semester 1</b>					
NUR 3065 C	Physical Assessment in Health Care	4	60	0	0
NUR 3125	Pathophysiology	4	60	0	0
NUR 3165	Nursing Research	3	60	0	0
NUR 3655	Culture in Nursing Practice	3	45	0	0
NUR 3826	Ethical and Legal Aspects of Nursing Practice	2	30	0	0
NUR 4516	Crisis Intervention	3	45	0	0
<b>Semester 2</b>					
NGR 5101	Nursing Theory	3	45	0	0
NGR 5110	Nursing Research	3	45	0	0
<b>Semester 3</b>					
NGR 5891	Health Care Policy	3	45	0	0
NGR 5141	Advanced Pathophysiology	3	45	0	0
<b>Semester 4</b>					
NGR 5035	Advanced Health Assessment**	3	45	0	0
NGR 6172	Advanced Pharmacology	3	45	0	0
<b>Semester 5</b>					
NGR 6610	Advanced Primary Care of Family I	3	45	0	0
NGR 6610 L	Advanced Primary Care of Family Practicum I	3	45	180	0
<b>Semester 6</b>					
NGR 6616	Advanced Primary Care of Family II	3	45	0	0
NGR 6616 L	Advanced Primary Care of Family Practicum II	3	45	140	0
<b>Semester 7</b>					
NGR 6638	<b>Integration Advanced Primary Care of Family</b>	3	45	0	0
NGR 6619L	<b>Advanced Primary Care of Family Practicum</b>	3	45	180	0
<b>Total Credit Hours</b>		55		500	0

**ADMISSION REQUIREMENTS: MASTER of SCIENCE in NURSING PROGRAM (MSN-RN/MSN)**

1. Bachelor degree in nursing from an accredited institution with a minimum grade point average (GPA) of 2.5 on a 4.0 scale. Students who graduated from a non-programmatically accredited institution and meet all other admission requirements will be evaluated on a case-by-case basis. Admission is not guaranteed. Foreign transcripts must be evaluated and accompanied by equivalencies from an accredited Credential Evaluation Agency.
2. If undergraduate GPA is less than 2.5, GMAT score of 400 and above or a GRE composite score of 150 (or 900) required.
3. Current unrestricted license as a professional registered nurse in the United States. Out of state applicants must be eligible for endorsement by the Florida Board of Nursing.
4. Applicants with a foreign degree who lack academic experience in an English language environment must demonstrate English proficiency, which can be established through one of the following:
  - ❖ Meeting Florida Board of Nursing English competency examinations' requirements.
  - ❖ Score of 62 and above on the Test of English as a foreign language (TOEFL in each section with an acceptable level (intermediate or fair and above).
  - ❖ Score of 5.5 on the IELTS, or a 44 on the PTEA.
  - ❖ Completion of a six credit English Graduate Preparatory Course (ENG 1120 & ENG 1130) offered in one semester.
  - ❖ Completion of ENC 1101, ENC 1102 and SPC 1017.
5. A completed program application
6. Two letters of recommendations from professional references who can attest to the candidate's potential for advanced practice studies and leadership. One letter must be from a supervisor or a faculty.
7. Current resume or curriculum vitae.
8. Official (sealed) transcript from undergraduate nursing institution.
9. A written essay of a minimum of 250 words depicting reason for pursuing an advanced degree in nursing.

10. Entrance Interview (Students will be accepted based on their qualifications, merits, professional experiences, and contributions to the nursing profession).

11. Computer knowledge of Microsoft Office Word, Excel, and PowerPoint is required for online classes.

- ❖ Students applying to the **RN-MSN** track must also meet the following requirements:
  - a. Active RN license
  - b. Completion of a Bachelor's degree from an accredited institution in a related field that will be approved at the discretion of the VP of academic affairs and the DON; or a Foreign Medical Degree with transcript equivalencies from an accredited Credential Evaluation Agency.

### **CREDIT TRANSFERABILITY**

The MSN program will accept MSN credits from another regionally accredited institution. The applicants must submit original transcripts from the previous institutions. The Vice-President of Academic Affairs and the Director of Nursing will render evaluation of submitted transcripts with the number of credits accepted.

- ❖ **FNU reserves the right to choose the credentialing institutions it recognizes**
- ❖ **Credits earned from a Bachelor Degree in a related field or from a Foreign Medical Doctor Degree will be transferred as a block to the RN-MSN track.**
- ❖ **No additional credits will be transferred beyond the block transfer.**
- ❖ Courses transferred will appear on the student's records as "TC"

**RN-MSN track is a bridge. Therefore, no BSN degree will be conferred upon completion.**

### **FINANCIAL ASSISTANCE and SCHOLARSHIPS**

There is no financial assistance for the MSN program. However, a tuition reduction of 20% is offered as an incentive to encourage prospective students to choose the concentration Nurse Educator to alleviate the shortage of nursing faculty in the South Miami region.

## **GRADUATION REQUIREMENTS:**

1. The student must have met all the requirements of the program.
2. The student must have a minimum of a 3.0 cumulative grade point average.
3. The student may not have any outstanding debt (tuition/fees/others).

## **ACADEMIC REQUIREMENTS:**

1. Students are required to obtain a grade of B in all classes, a satisfactory “S” grade in lab, and practicum.
2. C is a failing grade. Note that students in the RN-MSN track who are taking BSN courses will follow the BSN grading criteria. However, at least a GPA of 3.0 must be maintained to progress to the MSN courses.
3. Students will be allowed to repeat a course only once. Two failing grades will result in termination from the program.

❖ **All other academic requirements will be attached to the syllabi.**

## **PROFESSIONAL CONDUCT AND RESPONSIBILITIES**

In addition to meeting the academic standards, FNU students enrolled in nursing courses must demonstrate professionalism in the classroom and practicum experiences. Professionalism is defined as behaviors and attitudes congruent with the Nursing Code of Ethics and the Florida Nurse Practice Act, as well as the FNU Student Code of Behavior.

Administrators and faculty reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing. Administrators and faculty also reserve the right to recommend dismissal of any student who has violated the standards of professional conduct or demonstrates a lack of professional development.

Students are expected to utilize the Florida National University email (fnu.edu) as the primary mode of communication between the student, faculty, and staff.

## **STUDENT CODE OF ETHICS:**

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. *Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.*

## **ADHERENCE TO CLINICAL FACILITIES/POLICIES, PROCEDURES, AND CORE VALUES**

As students of Florida National University's Master of Science in Nursing Program, your behavior should reflect our core values. This means each student must not only follow the policies of the Florida National University Master of Science in Nursing Program, but also the policies, procedures, and core values of the clinical facilities in which clinical rotations take place.

A student who is in violation of a Program or a clinical site's policy will receive a guidance and advisement report. Any subsequent misconduct may lead to dismissal from the program.

## **PROTOCOL FOR IMPLEMENTING NEW PROCEDURES**

The Program Director of the Master of Science in Nursing Program will review all new school procedures with the students verbally in addition to providing the students with the copy of the new and/or revised procedure statements.

## **CRIMINAL BACKGROUND CHECKS**

In compliance with Florida National University administrative policy, all students accepted to the Master of Science in Nursing Program will be required to undergo a criminal background check. A third party company contracted to that effect by Florida National University will conduct this background check. The student through the Bursar's office will perform the background check upon payment of such. The Master of Science in Nursing Program will obtain the necessary consent forms for the student.

In the event that a student fails to observe the above-protocol, refuses to undergo the above-identified procedure, the student will no longer be considered a student enrolled in the program. Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the program director about the incident and provide necessary documents related to the incident.

The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

**Students must pay the required fee by the due date stipulated. Students will not be allowed in practicum without a completed background check.**

### **ILLEGAL DRUG USE SCREENING**

In compliance with Florida National University administrative policy, all students accepted to the Master of Science in Nursing Program will be required to undergo an illegal drug use screening. A third party company contracted to that effect by Florida National University will conduct this illegal drug use screening.

The student through the cashier's office will perform the illegal drug use screening upon payment of such. The Master of Science in Nursing Program will obtain the necessary consent forms for the student.

In the event the above protocol is not observed, if the individual refuses to undergo the above-identified procedure, **or the drug test comes back positive with illegal drug use**, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. The student will incur all costs related to the above-described process.

**Students must submit their payment for the drug screening by the due date. Students who do not pay and complete their drug test 48 hours after payment will not be allowed in practicum.**

## **ACADEMIC CONDUCT AND PERFORMANCE**

Graduate nursing students are expected to review the FNU Student Handbook and the University Catalog for details on Student Rights and Responsibilities, as well as the Code of Behavior.

- **Plagiarism-** Plagiarism is the deliberate use and appropriation of another's work without any indication of the source and the passing off such work as the student's own. Students who are using another person's ideas or writings must document their sources. Direct quotes must be consistent with the American Psychological Association (APA) format. Any student who fails to give credit for ideas or materials taken from another *is guilty of plagiarism*.
- **Cheating-** Cheating is the unauthorized use of books, notes, aids or assistance from another person with respect to examinations, assignments, reports, papers, etc. Any student helping another cheat may be found guilty as well.
- **Harassment-** Refers to conduct that creates a hostile, intimidating or offensive environment for another person or groups.

## **STUDENT PROTOCOL FOR WITHDRAWAL**

If the student is contemplating withdrawal from the Program, he/she will be required to undergo an exit interview with the Program Director. The student will also be required to submit a letter to the Program Director or Assistant Director stating withdrawal intentions.

Guidance and advisement will be completed by the Program Director or designee and will indicate that the student withdrew during a particular course along with the actual date of separation. The student's academic standing at the time of withdrawal will be documented on the student's official Program transcript. (WP-Withdrew with Penalty, WF –Withdrew Failing).

If the student desires to return to the Program within four months, a written request must be submitted to the Program Director. The Admissions Committee will consider the request, based

on the student's previous record, current enrollment availability as well as financial standing. As part as the re- admission requirements a level entry examination must be fulfilled.

If more than four months has elapsed since the student withdrew from the Program, the student will be required to submit an application and reapply to enter the Program from the beginning.

### **CONDITIONS FOR DISMISSAL**

Any student whose conduct, academic standing, or clinical performance is unsatisfactory may be dismissed from the Program.

**The following constitute grounds for dismissal:**

- Disciplinary action involving misconduct charges.
- Academic dishonesty.
- Continued unsatisfactory ratings for personal appearance.
- Exhibition of poor mental, physical or emotional health.
- Inability to satisfactorily complete a theory course or clinical rotation.

**Situations which may warrant the granting of “make-up” lecture or clinical time include, but are not limited to the following:**

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a **signed and stamped** note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
- Death in immediate family (i.e. father, mother, siblings, grandparents). **Must bring copy of the death certificate.**
- Government business (i.e. jury duty, INS, court dates).

## **DISTANCE LEARNING**

It is critical that students enrolled in distance learning courses adhere to the university policies related to academic integrity. Students enrolled in distance learning courses must be the same students who complete work and assignments in those courses. Violation of this policy will be considered a serious breach, and will be dealt with according to the University policies.

Verification of students in distance education programs and courses will be initially conducted using IDs and passwords. Also through Blackboard, students will engage in face-to-face assignments and discussions, web video recordings, and synchronous chats.

Distance Learning uses Blackboard for its instructional delivery platform. Blackboard provides a consistent format for courses that can be individualized to meet the needs of specific courses. The Online Learning Department provides the initial faculty training and support to the faculty as well as students. The distance learning page includes also a self-guided tutorial for both faculty and students.

The MSN program monitors the quality of on line education by conducting periodic class observation to ensure compliance with distance learning requirements and achieve the mission, goals and the expected program outcomes.

## **PRACTICUM COURSE**

Each concentration requires a final assessment/evaluation that is conducted through a practicum course. During this course the student will attend and participate in a hands-on experience at a higher education institution, clinic/doctor's office, hospitals, Skilled care and Rehabilitation facility, nursing/health administration facility.

Students are expected to act in a manner consistent with the institution's standards of conduct. Failure to comply may result in action by administrators and /or faculty that could include dismissal from the program.

In the practicum courses students will be assigned a preceptor that functions under the direction of a Clinical Coordinator and the course faculty. The preceptor is responsible for the students' performance evaluation and assessment. The preceptors will provide a final observation and evaluation of the student.

## **PRACTICUM REQUIREMENTS**

- Current RN Florida license
- Professional liability Insurance
- Wear appropriate attire. No jeans, sweatpants, shorts, t-shirts as outer garments.
- Wear ID name badge
- Students are expected to have 100% attendance for all practicum experiences.
- FNP students will wear a long lab coat with FNU logo over professional attire.
- Background check
- BLS current card
- Immunizations as required

\*Refer to the Preceptor Handbook for further requirements

## **ACADEMIC COMPLAINTS AND APPEALS**

Students who have academic complaints are to follow the procedures as established by Florida National University:

### **Student Grievance and Complaint Policy**

It is the policy of Florida National University to listen to any student who may have a grievance or complaint concerning any faculty, staff, administrator, policy, academic, or financial matter. The student is guaranteed a speedy answer and access to higher authority through the appropriate chain of command until the student fully understands the action taken.

Students who have academic complaints are to follow the procedures as established by Florida National University, which are:

1. The student should address his complaint to the faculty member, staff member or administrator involved.
2. If the student is not satisfied, he or she is to address the individual's superior  
Faculty> Department Head>Division

Staff> Administrative superior

3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services.
4. The written complaint will be investigated by the Director of Student Services and pursued a conclusion.
5. If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.

For those students who request information concerning the methods of contacting the U.S. Department of Education, the Commission of Independent Education of Florida Department of Education, or the Southern Association of Colleges and Schools/Commission on Colleges, telephone numbers and addresses can be found on page 13 of the Student Handbook.

## **STUDENT GOVERNMENT**

All students are encouraged to participate in the various campus activities and University governance. FNU Student Government (SGA) aims to facilitate and enhance the students' experience, cultural and social awareness, as well as to represent the students' in the university.

The MSN program will create a student's shared governance committee each semester to ensure proper participation of students in the evaluation of outcomes and revision of academic program policies.

MSN students are expected and encourage to develop their own statements regarding those focused on learning describing characteristics, attributes attained as a result of program activities.

A Student Program Governance Committee is established to guide the continuing development of the MSN program with active contribution from student representatives of each cohort. The purpose of this committee is to provide faculty and students the opportunity to integrate various ideas that improve the quality of the program, student experience, as well as uphold the values and beliefs of professional nursing practice. The committee functions with the purpose of improving students' academic environment, satisfaction and retention as aligned with the mission, goals and expected program outcomes. The aim is to ensure the MSN students are

receiving quality education and opportunities to succeed in their new role as an advanced nurse.

The bylaws of this committee are as follows:

- Influence, contribute to and support the professional education of students
- Identify and problem solve issues affecting student progress in the MSN program
- Address student needs and concerns related to the MSN program

### **ACADEMIC ADVISING**

The program director (DON), assistant program director (ADON), Clinical Coordinator and the lead faculty of the individual concentration serve as advisors to graduate students. These advisors can address issues related to degree and course requirements.

Students are responsible for arranging to meet with their DON or ADON prior to registering for courses. Students' advisement assignments are intended to ensure program administration's accessibility to students. Students should meet with the DON, ADON, Clinical Coordinator or lead faculty if they find they are having personal or academic difficulties that could impede their progress toward graduation.

### **INSTRUCTIONAL SUPPORT**

Florida National University supports the graduate programs by providing individualized tutoring, writing assistance through the Writing Lab, lecture capture, video conferencing, electronic library resources, support and research workshops (See catalog for other services provided to all students)

For all library resources please refer to the university website ([www.fnu.edu](http://www.fnu.edu)).

For ADA/FERPA information check Student Handbook at ([www.fnu.edu](http://www.fnu.edu))

Please refer to the University catalog for information on graduate programs, course descriptions, as well as all University's policies and procedures not included in this handbook.

- ❖ **For further information, Check the new edition of Student Handbook at [www.fnu.edu](http://www.fnu.edu) under "Publications".**

## **TESTS AND MEASUREMENTS**

Faculty members are responsible for complying with each course objectives and syllabus. Students are tested on material covered in class as well as any **assigned reading materials** that might have not been covered in class.

Various tools, such as multiple tests during the length of the course, assigned projects, and multiple evaluation of student's performance in both lecture and clinical rotation, which would reflect the student's ability, measure the student's attainment of objectives. Course objectives are provided in the course syllabus.

Attainment of theory objectives for each course is documented through the use of written, criterion referenced examinations. An informal item analysis is completed on all tests administered. Items that prove unreliable are discounted from the raw score. Raw scores are grouped into grades from testing feedback. Course work completion is dependent upon a satisfactory grade of 85% in academic theory. All written exams are based on a 100% score for a perfect test score. Cumulative averages of tests completed during each semester are specified in each individual syllabus.

Faculty members are responsible for presenting the theory portion of the course and the administration of the exams. All tests are reviewed with the students to facilitate feedback with the exception of course final exams. Student will not be permitted to keep tests. Faculty will review the exam with the student.

Criteria based performance methods of evaluation are those psychomotor activities within the clinical area, which enable the students' behaviors to be compared with the behavioral objectives, that are the educational target behaviors. Each student is measured in relation to his/her ability to perform in the desired manner. Evaluations are in the form of a performance checklist and clinical evaluation tools.

Students must achieve a "satisfactory" grade in order to successfully complete the clinical portion of each course.

For the courses that have lecture and clinical component, both components must be mastered in order to successfully complete the course. Students must meet certain minimum standards for satisfactory progress while enrolled in the Master of Science in Nursing program at Florida National University.

**For the following courses: NGR 6610/NGR 6610L; NGR 6616/NGR 6616L; NGR 6638/NGR 6619L, it's a REQUIREMENT to pass all class components (Theoretical, Clinical, and Skills Lab Exam). IF THE STUDENT FAILS ANY OF THE COMPONENTS, BOTH COURSES MUST BE REPEATED.**

If a student chooses to withdraw from a theory course, while concurrently taking a clinical course, the student also must withdraw from the clinical course as well. Clinical hours completed in the practicum course from which a student withdraws will not apply toward the total required practicum hours for graduation from the chosen concentration.

**COURSE ATTENDANCE CLINICAL/DIDACTIC**

It is an expectation for all students to participate in online classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. Students who do not participate weekly, as per each course expectation, is subject to failing the course. Students may ultimately be dropped from a didactic or clinical course for non-participation as per the terms of the course.

**GRADING SYSTEM**

The Master of Science in Nursing Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.):

	<i>Letter Grade</i>	<i>Numerical Points</i>	<i>Quality Points</i>
	<i>A</i>	<i>(93-100)</i>	<i>4.0 points</i>
	<i>B</i>	<i>(85-92)</i>	<i>3.0 points</i>
<i>Failure</i>	<i>C</i>	<i>( 77-84)</i>	<i>Unsatisfactory</i>
<i>Incomplete</i>	<i>I</i>		

## **GUIDANCE AND ADVISEMENT**

Academic guidance and advisement are designed to provide an avenue of communication through which students may express their feelings, needs and concerns regarding their academic/clinical progress. Either the student or the faculty member may request the advising session. Scholastic, vocational, and health advice will be provided to students on an individual basis as needed.

The faculty will complete a student guidance and advisement report for the individual student regarding poor academic or clinical performance. Students earning an average below 87% after each exam on each course will be schedule for an advisement session with the faculty member teaching in order to identify strategies for success. The student guidance and advisement report will indicate progress or attainment of goals mutually set by the student and faculty advisor. The report will be maintained in the student's personnel file and in Campus Vue. An administrative staff should witness all advisements.

## **GRADUATION REQUIREMENTS**

The diploma of Florida National University Master of Science in Nursing Program will be presented to each student who successfully completes the prescribed course of study.

The student must achieve a minimum of 85% in each academic theory course and receive a "satisfactory" grade in each clinical area in order to be eligible for graduation. The student will not be permitted to advance to the next term of the program until all requirements for the current term have been met.

The student who demonstrates poor academic and or clinical performance will receive remediation. A student guidance and advisement report will also be completed. At the end of the course the student must demonstrate mastery of the objectives in order to pass. All core courses are administered in a sequence, if a student fails a course, he/she must repeat it in order to proceed with the program. ***Students who fail more than one course will be terminated from the program.*** However, students who fail the lecture or clinical component of a practicum course must repeat both courses.

Students will be eligible to receive only one unsatisfactory final grade in the nursing courses throughout the duration of the program. Students who receive more than one unsatisfactory grade

on more than one course at a time or throughout the duration of the program will be terminated from the program. Other requirements apply.

### **STANDARDIZED APEA 3 P and PREDICTOR EXAMS**

3P is an exam which assesses general knowledge of the three core courses: Pathophysiology, Pharmacology and Physical Assessment (3P). This examination is given before the start of Primary Care Practicum I. In addition, a standardized proctored pre- predictor exam is administered before or during the NGR6638 course in preparation for the national nurse practitioner ANCC or AANP certification exam. This type of exam measures competency in Assessment, Diagnosis, Planning and Intervention, Pharmacotherapeutics, Evaluation, and help identify weaknesses in knowledge areas and testing domains in preparation for the post-predictor exam.

At the end of the last Practicum course, students will take a Standardized post- predictor (**Final**) exam in preparation for the certification exam. This type of exam consists of a comprehensive Assessment, Diagnosis, Planning and Intervention, Evaluation, Pharmaco-therapeutics, Pathophysiology, Knowledge areas that include Primary Care Diagnoses related to each body system. The test results are reported in percentage and could be translated as the probability that the student has to pass the ANCC or AANP certification exam.

This Standardized post-predictor (**Final**) exam is part of the course **NGR 6638 Integrated Advanced Primary Care of Family**, which comprises of assignments and the exam. The percentage scored by the student (the passing score is 70%). The grade for the post-predictor is 100% for students who score 70% and above. Further requirements will be included in the syllabus.

The MSN program at FNU offers advisement and tutoring sessions to help students remediate the 3P, Pre/and Predictor exams during their practicum year. Certification exams' style questions are integrated into regular tests. Individual counseling, a certification preparation comprehensive package, test taking strategies, online tools, and a wide variety of resources are available to help the students achieve their goals. We strongly recommend and encourage the students to take advantage of these resources as soon as they start their first practicum.

### **UNIVERSITY CLOSINGS**

At the time of a disaster, such as hurricane, the Master of Science in Nursing Program will follow the guidelines set by the University.

## **HURRICANE PLANS AND PROCEDURES**

All decisions concerning hurricanes will be made by the First Level Administrators (Vice-Presidents and CEO) at Florida National University. These decisions will be based upon the official notifications originating from the *National Hurricane Center*.

### ***Procedures: Before the Hurricane***

In the case of an impending hurricane, the following actions will be taken:

#### **Hurricane Watch:**

- At the announcement of the “Hurricane Watch”, by the National Hurricane Center, the Campus Deans will instruct all personnel to begin the immediate securing of their respective areas in preparation for the possibility of the “Watch” becoming a “Warning”.
- All Campus Deans will place themselves on a 24-hour watch concerning conditions and its effect on personnel and property.

#### **Hurricane Warning:**

- At the announcement of a Hurricane “Warning”, the First Level Administrators will immediately announce to the student body, the faculty, and the media of the closing of the University facilities until further notice.
- Students can contact their professors or respective campuses for information regarding class cancellations and resumptions.

***Hialeah Campus:*** (305)821-3333. Press “0” for the operator to get the most current updates.

***South Campus:*** (305)226-9999. Press “0” for the operator to get the most current updates.

***Training Center:*** (305) 231-3326. Press “0” for the operator to get the most current updates.

School closings will also be noted on the FNU website at [www.fnu.edu](http://www.fnu.edu), [www.nbc6.net](http://www.nbc6.net), and [www.telemundo51.com](http://www.telemundo51.com)

## **STUDENTS WITH DISABILITIES**

Students with disabilities must notify the program administrators prior to the beginning of the term. At the beginning of the program, the student must inform the program administrators concerning his/her disability.

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the Americans with Disability Act of 1990 (ADA). Title III of the Americans with Disability in access to private colleges and universities.

The ADA requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the programs and activities of the university.

The ADA contains strict confidentiality requirements for medical information related to student's disabilities. The law also contains requirements for elimination of physical barriers to access.

The student will provide a written statement regarding any necessary accommodations. Current documentation of disability is required to receive special services. Call (305) 821-3333, request to be connected to the Office of Student Services for further information.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (ADA)**

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the Americans with Disability Act of 1990 (ADA).

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. Florida National University provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the university.

Students who believe they are in need of such accommodations should contact the Office of Student Services. Florida National University maintains strict confidentiality with regards to medical information related to students' disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the university's complaint procedures.

## PREGNANT STUDENTS

Pregnant students may continue in the program with the written approval of the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the University indicating the student's expected date of confinement, the student's limitations (if any), and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to carry out their nursing duties. If so, the student must withdraw from the program.

In the event problems arise concerning the students ability to carry out her responsibilities in the classroom and in the clinical setting, the Program Director, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

## CPR AND OTHER CERTIFICATIONS

All students must have a current BLS CPR certification (**issued by American Heart Association only!**) before entering the clinical areas. Program personnel may be able to schedule a CPR certification class for students. However, if a certification class cannot be scheduled (or a student cannot attend the class), the student is responsible for obtaining CPR certification in the community. CPR certification renewals are the responsibility of the student.



OSHA/HIV, Domestic Violence, and Preventing Medical Errors certifications must be obtained at the students' discretion.

## **PARKING**

Free parking for Florida National University students is available for all students' at all three locations of the University. A parking decal must be visible on all cars parked in any of the University's campuses. Free parking decals are available to all students. Failure to have a visible parking decal may result in cars being towed away at the owner's expenses.

## **LIBRARY RESOURCES**

Master of Science in Nursing students are encouraged to utilize the university library and check books out that will provide them with additional and/or current medical knowledge.

Florida National University Library exists chiefly to support the curriculum offered by FNU. Its responsibilities include assisting faculty and students in locating research materials as well as instructing them in the effective resources, which include multimedia resources and Internet access, full text online periodicals, and access to full online books.

Over 29,628 items in the library collection are housed at the Hialeah Campus Library, at the South Campus Resource Room, and the Training Center. Internet access passwords to the full text online periodicals database, nursing journals and online books are given out at orientations and Library research training seminars. The library website is available at [www.fnu.edu](http://www.fnu.edu) (click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries, and the research databases. Library hours are schedule to service day and evening students. A librarian or an assistant librarian is always available to assist students, faculty, and staff in the use of the library during scheduled hours. Students are required to abide by established university policies and procedures relative to the operation of the library at all times.

## MSN COURSE RESOURCES & REQUIREMENTS

<b>Category</b>	<b>Course Required</b>	<b>Approximate Fee</b>
<b>Shadow Health</b>	NGR 5035	\$99.00 per student
<b>Lockdown Browser with Respondus</b>	All online courses with exams	\$15.00 per year per student
<b>Typhon</b>	Practicum courses	Clinical Fees
<b>Liability Insurance for Students in Clinical/Practicum Courses</b>	Practicum courses	This fee is collected by the university before the start of Practicum I \$50.00 per student one-time fee
<b>AHCA</b>	Practicum courses	This fee is collected by the university before the start of Practicum I \$90.00 per student one-time fee
<b>FDLE</b>	Practicum courses	This fee is collected by the university before the start of Practicum I \$43.00 per student one-time fee
<b>Drug Screen</b>	Practicum courses	This fee is collected by the university before the start of Practicum I \$50.00 per student one-time fee

# **FLORIDA NATIONAL UNIVERSITY'S**

## **MASTER OF SCIENCE IN NURSING PROGRAM**

### **ETHICAL AGREEMENT**

This agreement is both a contract and a code of conduct for the Master of Science in nursing student while in the clinical setting, lecture, skills lab, and any other time the student is under the auspices of Florida National University. These rules are designed to benefit Florida National University's Master of Science in Nursing Program and its students and faculty, as well as patients, hospitals staff, and other individuals who are exposed to students during the course of their enrollment.

Because the Master of Science in Nursing Program is unlike any other program at Florida National University, expectations for behavior and attitude are higher and more stringent. Acceptance into this program does not automatically guarantee that each student will be able to perform in a manner benefiting the nursing profession, because the nursing program involves the education and an evaluation of a student's behavior and attitude under a variety of circumstances.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the auspices of Florida National University's Master of Science in Nursing Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.

The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the Master of Science in Nursing Program, then the Student Grievance Procedure, as stated in the Florida National University's Master of Science in Nursing Program Student Handbook, will be initiated.

In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will always go to the instructor.

This Ethical Agreement is made in accordance with the section entitled, "Student's Rights and Responsibilities" as set forth in the Florida National University's Master of Science in Nursing Program Student Handbook. All such provisions of the Florida National University's Master of

Science in Nursing Program Student Handbook are hereby incorporated herein by reference and made a part of this agreement.

1. Sexual Harassment. No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendo or inappropriate comments shall occur while in the laboratory or clinical setting or during lecture.
2. Inappropriate Language. No student shall use foul or vulgar language while in the lab or clinical setting or during class.
3. Illicit Substances. No student shall have in their possession, or be under the influences of any controlled substance or alcohol while in the lab or clinical setting or during lecture, except for those substances prescribed by a physician. Students shall not consume intoxicants to the extent that evidence of such consumption is apparent when attending clinical, lecture, or lab setting and sent immediately for drug testing. May not return to class until negative drug test is obtained.
4. Weapons. No student shall have in their possession any knives, guns, or other lethal weapon while in the lab or clinical setting, or during lecture. Personal protective devices, such as MACE, must be stored according to facility policy and restricted from clinical units.
5. Leaving the Clinical Area. No student will leave their assigned area unless authorized by the instructor.
6. Patient Assessments. Students will assess patients of the opposite sex within the scope of the course and clinical objectives, and at the discretion of the clinical instructor.
7. Inappropriate Behavior. Students will not direct disrespectful or abusive behavior toward any university guest, faculty, Florida National University's Master of Science in Nursing Program employee, Florida National University's Master of Science in Nursing Program student, or employee of any hospital or other health care facility. Instructors and health care facility employees will be treated with the respect their positions deserve and the student will abide by any rules governing a facility's staff. "Inappropriate Behavior" includes both written and oral false representation with respect to student behavior.
8. Disputes. In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who is the first link in the chain of

command. The clinical instructor will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.

9. Practicing Nursing. Florida Statutes 464.022(3) allows nursing students to practice nursing while enrolled in approved schools of nursing. Nursing students may not practice nursing outside the clinical setting and without an instructor available. Observational experiences do not constitute nursing practice.

10. Confidentiality. The undersigned hereby acknowledges his or her responsibilities under Florida Law to keep confidential the identities and identifying information regarding any and all clients encountered in the clinical area. No student shall divulge the names of any patient or client, orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. The undersigned further agrees not to reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such patient or client.

11. Medical Records. Florida National University's Master of Science in Nursing Program Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audio-taping and removing medical records from any hospital department are strictly prohibited.

12. Violations of this Agreement. Any violation of the foregoing Ethical Agreement will result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Florida National University's The Master of Science in Nursing Program Student Handbook. In addition, the student may receive a failing grade on the clinical evaluation and a failure to meet course requirements. If a student violates the "Ethics Agreement" of the Nursing Program the situation in question will come before the Florida National University's Master of Science in Nursing Program Academic Standard Committee. (Exception: A severe infraction that requires immediate attention). The Academic Standards Committee will make recommendations for disciplinary action to the appropriate university administrator.

13. Disciplinary Action by the University. If a student is suspended or otherwise formally disciplined by Florida National University's Master of Science, the student is subject to permanent dismissal for the Florida National University's Master of Science in Nursing Program. At the termination of the disciplinary period, however, the student may petition the Nursing Program for re-admission.

\_\_\_\_\_

Student Name (Please Print)

\_\_\_\_\_

Student Signature

Agreed to this on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**FLORIDA NATIONAL UNIVERSITY**  
**MASTER OF SCIENCE IN NURSING PROGRAM**

*MSN Graduate Student Handbook Acknowledgement*

Please sign and return this acknowledgement form directly to the MSN program representative at the end of your orientation session.

**TO: THE SCHOOL OF NURSING**

This is to certify that I have received my personal copy of the Master of Science in Nursing Program Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules and regulations contained therein. I hereby agree to abide by all established policies and procedures, while a student in the Florida National University's Master of Science in Nursing Program.

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Student Name (Print)

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Student Signature

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Date