DNP
THE OHIO STATE UNIVERSITY
COLLEGE OF NURSING
STUDENT HANDBOOK
2008-2009
PREFACE

This College of Nursing DNP Student Handbook is designed to share information, procedures and policies specific to students enrolled in the College of Nursing. The information presented here will be helpful as you negotiate your way through your graduate studies. Our expectation is that you will use this Handbook as your first point of reference when you have questions concerning your program of study or academic policies within the college.

The primary reference for rules, policies and procedures concerning graduate education at The Ohio State University is the Graduate School Handbook published by the Graduate School. You may access it via the Graduate School web site: www.gradsch.ohio-state.edu. It is expected that all graduate students become familiar with the policies and rules contained in this document.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the dean, the faculty and the staff of the College of Nursing, we wish you continued success with your academic studies.
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COLLEGE OF NURSING DIRECTORY

Office of the Dean
Dean           Elizabeth Lenz, PhD, RN, FAAN       292-8900
Executive Assistant  Michelle Compston         247-5026

Associate Dean for Academic Affairs
Karen Ahijevych, PhD, RN, FAAN       292-4699

Associate Dean for Research
Donna McCarthy, PhD, RN, FAAN         292-2356

Assistant Dean for Pre-Licensure Programs
Linda Daley, PhD, RN                  292-4928

Office of Graduate Outreach and Admissions
Assistant Dean for
Student Affairs  Sandy Cody, MLS          292-4945
Graduate Program
Manager         Tamara Dunaeff              247-8604
Student Data Manager   Daniel Barnes         292-8962
Graduate Outreach
Coordinator     Jacqueline Min              688-8145
Diversity Coordinator Jennifer Robb        292-6668
Graduate Administrative
Associate       Christina Douglas           688-8633

Graduate Studies Committee
Chair           Linda Bernhard, PhD, RN       292-8336

Student Representatives
Master of Science (traditional) Rachel Baldwin
Graduate Entry Program   Amanda Dunlevy
PhD Program             Corina Huston-Shaikh

DNP Program Director  Mary Margaret Gottesman, PhD, RN, FAAN  292-4989

PhD Program Director  Pamela Salsberry, PhD, RN            292-4907

MS Program Director   Elizabeth Barker, PhD, RN, FAANP       292-5684
Professional Misconduct Committee
Chair Barbara Warren, PhD, RN 292-4847

Technology Learning Complex
Director 292-4889

Preceptor Specialist
Stephanie Hall 247-2368

Information Technology
Director of Information Technology Awais Ali 688-5370
Systems Specialists Scott Blake 292-8199
Byron Roush 292-6804
Network Administrator Erik Yarberry 292-0626

Alumni Society
President Sally Betz, MS, RN betz.4@osu.edu

Graduate Specialty Program Directors
Adult Health and Illness Gerene Bauldoff, PhD, RN, FCCP 292-4746
Clinical Nurse Leader Linda Bernhard, PhD, RN 292-8336
Family Nurse Practitioner Elizabeth Barker, PhD, FNP, FAANP, BC, FACHE 292-5684
Nurse Midwifery and Marsha Atkins, ND/DNP, CNM 688-0394
Women’s Health
Nursing & Health Barbara Polivka, PhD, RN 292-4902
Systems Management
Neonatal Nurse Practitioner Deborah Steward, PhD, RN 292-4978
 Pediatric Nurse Practitioner Mary Margaret Gottesman, PhD, RN, FAAN 292-4989
Psychiatric Mental Health Jeanne Clement, EdD, RN, FAAN 292-4878
USEFUL LINKS

College of Nursing StudentWeb Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/default.aspx

College of Nursing Student Affairs Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/sites/sa/default.aspx

Information and links concerning:
- CARMEN
- Commencement
- Deadlines
- Financial Aid
- Forms
- Graduate School
- Graduation
- Licensure/NCLEX
- Name changes
- Ohio Board of Nursing
- Petitions
- Professional Traineeships
- Registration
- Student handbooks
- University Directory

College of Nursing IT Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/sites/it/default.aspx

Information on CON information technology, resources, and support.

Graduate School Home Page
http://www.gradsch.ohio-state.edu/

Graduate School Handbook

Graduate School Policies & Procedures
http://www.gradsch.ohio-state.edu/Category.aspx?Category=1&itemid=1

Graduate School Forms and Publications
http://www.gradsch.ohio-state.edu/Category.aspx?Category=7&itemid=11

Office of Information Technology (University)
http://www.oit.osu.edu/
Includes the University IT Help Desk, webmail, software downloads and system status.

Registrar/BuckeyeLink
http://buckeyelink.osu.edu/
Access to registration, grades, course information, statement of account, etc.

Student Financial Aid
http://www.sfa.osu.edu/
MISSION, VALUES, AND PHILOSOPHY STATEMENTS

MISSION
The mission of the College of Nursing is to enhance health and health care through excellence in education, research, scholarship, and service. We advance nursing science and practice in order to improve the health of the people of Ohio and the global community. Our educational programs prepare leaders for roles in health care, research and education.

VISION
Our vision is that the college will be recognized nationally and internationally for the excellence of its graduates and its outstanding contribution to knowledge gained through innovation and high-impact research.

VALUES
The Ohio State University College of Nursing will carry out its mission by committing to the following:
- **Collaboration**: Collaboration is a partnership between individuals and organizations that bring diverse skills and perspectives to a task
- **Diversity**: Diversity is the acceptance and appreciation of differences in culture, thought and experience, and the integration of them into everything we do.
- **Excellence**: Excellence is the state of highest or finest quality. It is a condition of demonstrated superiority
- **Innovation**: Innovation is the generation and discovery of new ideas and ways of doing things through creative inquiry.
- **Integrity**: Integrity is the maintenance of high and consistent standard that hold up under scrutiny.
- **Respect**: Respect is the acknowledgement, consideration and regard for the ideas and unique contribution of others.

PHILOSOPHY
The philosophy of the College of Nursing reflects the faculty’s beliefs about the nature of nursing and nursing education, people and their environment, and health and illness. As autonomous professionals who know and value the necessity of interdisciplinary collaboration, nurses work with other health care professionals to provide comprehensive care to individuals, families, and communities. Nursing is assessing, diagnosing, and treating human responses to actual or potential health problems and the planning, implementing, and evaluating of nursing care.¹ The practice of nursing is based on nursing science, which includes knowledge of principles that govern life processes, the patterning of human behavior, the nature of human beings, and human interaction. The health care needs of individuals, families, and communities are defined within the context of personal, cultural and ethnic values, and social systems that influence function and resources. Therefore, a sound liberal and professional education is required to understand the complexity of responses. The need to improve human health and patient care is the stimulus for research into nursing practice.

Professional nurses are committed to the overall goal of health promotion, assisting persons of all ages to attain, maintain, and regain their health, and enhancing the quality of their lives. Dedicated to the care and nurturing of the sick and well in order to help them achieve maximum human functioning, nurses help people achieve and maintain a healthy state, meet their basic needs, adapt to changes in their health status, recover from illness, and die with dignity. Humanistic, ethical, and scientific principles drawn from nursing science and other fields form the theoretical base of nursing care for individuals, families, and groups. All people have the right to access to health care. Individuals, families, and communities retain responsibility for their own health and the right to make decisions regarding health care.

People are complex organisms and human behavior and biological functioning are a result of the interaction between individuals and their environment. Humans are endowed with hereditary qualities that may be influenced in temporary or permanent ways by the interaction with others and the environment. Each person possesses strengths and limitations as a result of the interaction of hereditary and environmental factors and these, in turn, create the biological and behavioral potential.

Scientific principles related to the interplay of the mind, body and spirit form the basis of our understanding of health and illness. Health is a dynamic state in which a person’s developmental and behavioral potential is realized to the fullest extent possible. Illness is the alteration of normal biophysical and social-psychological mechanisms.

**EDUCATIONAL PHILOSOPHY**

The ideal climate for learning is characterized by a sense of purpose, dedication to excellence, models of exemplary scholarship, and collaborative faculty-student relationships. Optimal learning occurs when faculty and students share a defined purpose within an environment that encourages questioning, exploration, and innovation. The faculty of the College of Nursing believe that students are responsible for their own learning. Faculty are responsible for providing a learning environment that will help students reach their potential, develop appropriate professional values and behaviors, and commit themselves to life-long learning.

Teaching methods and strategies are chosen with due regard for the level of student, and increasing self-direction is expected. Faculty know and use tested principles of teaching and learning, and they are committed to continued development in the art and skill of teaching. Evaluation of student performance is an important part of the educational process and faculty use established criteria for these evaluations. Faculty help students meet their educational goals while they adhere to program requirements.

Faculty carry out the interrelated mission of the university--teaching, research, and service--and through these activities ultimately contribute to the improvement of nursing. In response to changing societal and professional trends and needs, the particular focus of these activities will change as the faculty stay at the forefront of the discipline.

The Graduate Studies Committee

Purpose

Each academic unit which offers a graduate degree has a Graduate Studies Committee to oversee and administer the graduate programs offered by that academic unit and to serve as a liaison between the Graduate School and the graduate faculty. The Graduate Studies Committee is one of the standing committees of The Ohio State University College of Nursing.

Membership

The committee in the College of Nursing consists of nine members: the chair; five elected faculty members, at least three of whom are tenured and one of whom is certified as an advanced practice nurse; and one master’s, one Graduate Entry and one PhD student. The associate dean for academic affairs, the assistant deans, the MS program director, the college secretary, and the graduate program manager serve as ex officio members of the committee.

Functions

1. Carries out specific functions required by the Graduate School and the dean of the College of Nursing (see Graduate School Handbook, Section IV.2).

2. Reviews faculty for Graduate School appointment.

3. Reviews and recommends to the faculty for approval or modification the aims, objectives, philosophy, conceptual framework, and offerings of the graduate programs.

4. Reviews and approves revisions in existing courses, changes in course content, and changes in course titles or credits, and forwards to the faculty for approval.

5. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum, and makes recommendations to the faculty for approval.

6. Evaluates outcomes of the graduate programs.

7. Recommends to the faculty criteria consistent with the Graduate School for admissions, progression, and graduation.

8. Reviews and selects candidates for admission to the graduate program.

9. Monitors progression of students in the graduate program.

10. Acts upon student petitions for exceptions to or modifications of policies or procedures for progress in (including reinstatements) and graduation from the graduate programs.

11. Selects candidates for fellowships, grants and honors.
12. Communicates with graduate student recruiters regarding design, implementation, and outcomes of graduate student recruitment strategies.

13. Appoints one member to serve on the Professional Misconduct Committee.

**Frequency of Meetings**

The Graduate Studies Committee meets every other week during the academic year, with specific meeting dates arranged around the academic calendar.

**Student Input**

The Graduate Studies Committee is the formal channel whereby students can be involved in the policy- and decision-making of the graduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Graduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative that an item be placed on the committee’s agenda for discussion.

**DNP Sub-Committee**

The DNP Subcommittee is a permanent subcommittee of the Graduate Studies Committee. It reports to the Graduate Studies Committee.

Membership: Category M and P faculty are elected to serve a three-year, staggered terms and DNP student representatives are elected annually.

**Functions**

1. Advises the Graduate Studies Committee regarding the DNP curriculum including the development of new courses and proposals to alter the curriculum.
2. Monitors programmatic quality indicators and consistency of the curriculum with the DNP Essentials and NONPF standards.
3. Presents program evaluation data to the Graduate Studies Committee annually.
4. Reviews applications, conducts interviews of applicants, and recommends DNP program applicants for admission to the Graduate Studies Committee.
5. Implements and evaluates the Professional Doctoral Examination and the formats for the Final Project.
6. Monitors progression of students in the DNP program.

**Frequency of Meetings**

The DNP Subcommittee of the Graduate Studies Committee meets regularly throughout the calendar year, usually every other week.
DNP Program Description

The Doctor of Nursing Practice degree program reflects the highest level of educational preparation for nurse practitioners and other advanced practice nurses. The American Association of colleges of Nursing (AACN) has proposed that the DNP degree be the level of entry for all advanced practice nurses by 2015. More information is available on-line at: http://www.aacn.nche.edu/DNP/index.htm.

The practice doctorate (DNP) builds upon Master’s level preparation for advanced practice nurses, nurse administrators and educators as well as preparation in population health. The DNP program outcome is the preparation of leaders in practice. Nurses holding the DNP degree will function at the highest level of nursing practice and provide leadership in the application and translation of research into practice.

Competencies of the DNP Graduate*

1) Competency Area: Independent Practice
   a) Practices independently by assessing, diagnosing, treating, and managing undifferentiated patients
   b) Assumes full accountability for actions as a licensed independent practitioner

2) Competency Area: Scientific Foundation
   a) Critically analyzes data for practice by integrating knowledge from arts and sciences within the context of nursing’s philosophical framework and scientific foundation
   b) Translates research and data to anticipate, predict, and explain variations in practice

3) Competency Area: Leadership
   a) Assumes increasingly complex leadership roles
   b) Provides leadership to foster inter-professional collaboration
   c) Demonstrates a leadership style that uses critical and reflective thinking

4) Competency Area: Quality
   a) Uses best available evidence to enhance quality in clinical practice.
   b) Evaluates how organizational, structural, financial, marketing, and policy decisions impact cost, quality, and accessibility of health care.
   c) Demonstrates skills in peer review that promote a culture of excellence.

5) Competency Area: Practice Inquiry
   a) Applies clinical investigative skills for evaluation of health outcomes at the patient, family, population, clinical unit, systems, and/or community levels
   b) Provides leadership in the translation of new knowledge into practice
   c) Disseminates evidence from inquiry to diverse audiences using multiple methods

6) Competency Area: Technology & Information Literacy
   a) Demonstrates information literacy in complex decision making
   b) Translates technical and scientific health information appropriate for user need
   c) Participates in the development of clinical information systems
7) Competency Area: Policy
   a) Analyzes ethical, legal, and social factors in policy development
   b) Influences health policy
   c) Evaluates the impact of globalization on health care policy development

8) Competency Area: Health Delivery System
   a) Applies knowledge of organizational behavior and systems
   b) Demonstrates skills in negotiating, consensus building, and partnering
   c) Manages risks to individuals, families, populations, and health care systems
   d) Facilitates development of culturally relevant health care systems


DNP Program @ OSU

The Doctor of Nursing Practice Program at The Ohio State University College of Nursing is a post-master’s degree program. Building on the student’s foundation of professional expertise, the program prepares nurses for the highest level of nursing practice with individuals, families, populations, and systems. Hallmarks of this program include strong foci on advanced nursing management of direct patient care; skill in quality improvement; the application of informatics to practice and health care improvement; health systems management and leadership; competence in health policy analysis, advocacy, and ethical decision making in health care.

At the completion of the DNP Program, the graduate will be prepared to:

- Practice at the highest level of nursing, integrating and applying knowledge from the sciences with the fields of organizational management, ethics, health policy, and information technology;
- Demonstrate leadership skills in organizational and health systems management to improve the safety and quality of health care;
- Apply analytical skills and translational science methodologies to practice-focused scholarship;
- Provide leadership in inter-professional collaborative teams to improve health outcomes for individuals, populations, and systems;
- Demonstrate high levels of skill in health promotion and disease prevention strategies for individuals, populations, and systems;
- Develop skill in the analysis and shaping of health policy.
- Demonstrate skill in the application of ethical decision-making frameworks to resolving ethical dilemmas for individuals, populations, and systems.
DNP Curriculum

The Doctor of Nursing Practice degree offers an enhanced level of preparation for experienced nurses holding a Master’s degree to prepare for nursing practice environments of the future. The curriculum emphasizes health care and health care system issues for vulnerable populations, management skills, informatics, and quality improvement. Advanced pathophysiology and expanded clinical skills tailored to the unique goals of each student are at the heart of the new degree program.

Course of Study

The 90-quarter credit DNP Program includes DNP core courses as well as electives in the student’s area of specialization. In addition to the DNP content, students may elect a second area of specialization in which to expand their practice such as mental health or acute care practice. This may lead to the need for additional credit hours to satisfy both credentialing requirements and the intent of the DNP clinical immersion experience. Students may also select among the university’s graduate interdisciplinary specializations, such as gerontology and early intervention. Upon approval by faculty, students may complete their clinical requirements at their place of employment and within their existing position.

The university requires three quarters of residency (enrollment for at least 10 quarter credits in three out of four consecutive quarters) prior to graduation.

Core coursework is offered using a variety of distance learning technologies, both synchronous and asynchronous. However, elective coursework may not be offered in a distance format.

Core Courses

#Indicates courses that have not been approved through The Ohio State University College of Nursing. Course numbers, titles and descriptions subject to change.

NURSPRCT 886# Ethical Decision-making for the DNP (3 credits, AU)

Study of ethical decision-making theories and their application to lifespan ethical dilemmas in health care. Prereq: Enrollment in the DNP program or permission of instructor.

NURSING 885 Informatics Enabled Health Information (3 credits, AU)

Addresses the appraisal of sources, validity and reliability of health information for clinicians in order to effectively use information to develop personalized health messages for consumers. Prereq: Enrollment in graduate nursing programs or permission of instructor.

NURSPRCT 893 DNP Independent Study (Variable credit, 1-5)

Customized and focused plan of study under faculty mentorship.
NURSING 912  Introduction to Methods of Nursing Science (5 credits, WI)

Survey of research methods used to describe, explain, predict, and manipulate phenomena relevant to the discipline of nursing. Emphasis is placed on the systematic development of nursing knowledge. Prerequisite: Higher level statistics course; PhD or DNP student in nursing or permission of instructor.

NURSING 914  Principles of Measurement in Health Related Sciences (5 credits, SP)

Study of measurement principles for concepts relevant to nursing science. Emphasis is on psychobiobehavioral measurement and measurement of variables for the study of health disparities. Prerequisite: Nursing 912 or permission of instructor.

NURSPRCT 940 series  DNP Professional Seminars (3 credits each)

Prereq: Enrollment in DNP program or permission of instructor.

NURSPRCT 940.01  DNP Professional Seminar I (AU)

Socialization to leadership and excellence in multiple dimensions of the DNP role.

NURSPRCT 940.02#  DNP Professional Seminar II (WI)

Seminar course to explore leadership in Quality Improvement.

NURSPRCT 940.03#  DNP Professional Seminar III (SP)

Seminar course to address leadership in Health Policy.

NURSPRCT 945#  Nursing Management for the Doctor of Nursing Practice (5 credits, WI)

Integration of theoretical, technological, leadership and communication principles to design management strategies for evidence based practice approaches to improve health care to selected population. Prereq: Enrollment in DNP program or permission of instructor.

NURSPRCT 946#  Health Promotion for the Doctor of Nursing Practice (3 credits, SP)

Investigation of health promotion and epidemiology in DNP role.

NURSPRCT 950#  Foundations for DNP Scholarship (6 credits, SU)

Intensive preparation of the proposal for the DNP Final Project and IRB review.
**NURSPRCT 959#**  
**DNP Immersion Experience (10 credits, AU, WI, SU)**  
*Interdisciplinary study and management of complex health conditions and health care issues across the lifespan.*

**NURSPRCT 998#**  
**DNP Final Project (variable credits, AU, WI, SP, SU)**  
*Mentored execution of the DNP Final Project and preparation of the final written product.*

**Elective Coursework Requirement**

Each student will be required to select at least 9 quarter credit hours of elective coursework in consultation with his or her DNP faculty advisor. Elective coursework allows for individualized study within the student’s designated specialization and career focus.

**Transfer of Credit**

The College of Nursing follows the Transfer of Credit policies of The Ohio State University Graduate School listed above. This process also requires approval by the student’s academic adviser and a formal petition to the Graduate Studies Committee.

1. For coursework already completed at another university, the student must complete the petition process no later than the second quarter of enrollment.

2. This petition must be made and approved prior to taking new coursework towards the doctorate outside of The Ohio State University.

**Your Advisor**

It is the role of the advisor to help the student develop and complete a plan of study to meet the student’s individual needs and the requirements of the curriculum. Specifically, advisors assist with course selection, co-chair and coordinate the Professional Doctoral Exam and Final Project Committees, assist with selection of other committee members, and assist with the Final Project.

Upon admission, each student is initially assigned an adviser by the Chair of the DNP Subcommittee for academic advising purposes. At any time during the program, the student is free to change to another advisor whose expertise is more congruent with student needs. If the student wishes to change advisors, the director of the DNP program is to be notified in writing by the student.

Within the first quarter, the student and his or her advisor should create a plan of study using the DNP Plan of Study Form. A copy of the Plan of Study should be retained by the student and the advisor and a third copy given to the Chair of the DNP Subcommittee. The Plan of Study should be reviewed and updated at least annually with the advisor. A copy of any Plan of Study revisions should be provided to the Chair of the DNP Subcommittee. Students should arrange at least a quarterly meeting with their adviser via phone, Internet, or face-to-face meeting to review progress and confirm plans for the subsequent quarter.
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<th>Summer</th>
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<td>NURSPRCT 886 Ethics</td>
<td>NURSPRCT 945 Management</td>
<td>NURSPRCT 946 Health Promotion</td>
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<td>Professional Doctoral Exam</td>
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<td>NURSPRCT 940.02 DNP- Quality Imp</td>
<td>NURSPRCT 940.03 DNP- Health Policy</td>
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<td>Year 2</td>
<td>NURSPRCT 959 DNP Immersion</td>
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<td>Year 2</td>
<td>NURSPRCT 998 Final Project</td>
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## SAMPLE Post-Master’s 3-Year Part Time Plan of Study

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<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<td>NURSPRCT 946 Health</td>
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<td><strong>Total 90 credits</strong></td>
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Total credits: 90
5. PROFESSIONAL DOCTORAL EXAM

Section II.6.17.6 of the Graduate School Handbook outlines that “students are required to take a Professional Doctoral Examination testing the student’s understanding of the theoretical and applied fundamentals of the field as well as the student’s readiness to engage in a sustained clinical or professional experience. The timing of the Professional Doctoral Examination is set in accordance with the requirements of professional preparation but generally precedes a sustained clinical or professional experience. Graduate Faculty Representatives do not serve on the Professional Doctoral Examination.”

II.6.17.7 Repeat. “A student who fails the professional doctoral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the professional doctoral examination, a student is not permitted to be a doctoral candidate in the same or any other graduate program at this university.”

6. THE FINAL PROJECT

GRADUATE SCHOOL GUIDELINES

II.6.17.8 Final Document. “Students in professional doctoral programs submit an original Final Document demonstrating original thinking and the ability to evaluate research in the field analytically. Students in professional doctoral programs are expected to follow the document formatting standards of their disciplines. Each committee member indicates approval of the student’s Final Document by signing the Final Document Approval form that must be submitted to the Graduate School. The final version of the student’s Final Document is retained permanently by the student’s program. Final Documents must not contain material restricted from publication.”

II.6.17.9 Final Document Committee. “The Final Document Committee is composed of the advisor, who must be a Category P Graduate Faculty member of the student’s home program, and at least two other authorized Graduate Faculty Members. Graduate Faculty Representatives do not serve on the Final Document Committee.”
Checklist for DNP Program Requirements

Attainment of a DNP requires successful completion of the following. This Handbook provides additional information regarding each requirement. Other sources of information include the Graduate School Handbook and College of Nursing faculty, specifically major advisors.

GRADUATION REQUIREMENTS

The requirements for awarding the DNP include:

1. Completion of an approved program of study with a minimum cumulative point-hour ratio of 3.0 on a 4.0 scale.

2. Successful completion of the Professional Doctoral Exam.

3. Completion and successful oral defense of Final Project.

4. Completion of minimum Graduate School requirements for the DNP degree.

5. Registration for at least three graduate credit hours during the quarters when the Professional Doctoral Exam and Final Oral Examinations are taken and during the quarter in which graduation is expected.

6a. Completion of a minimum of 135 graduate credit hours, at least 90 of which must be completed beyond the master’s degree.

   Or

6b. Completion of the following residence requirements after the master’s degree has been earned or after the first 45 hours of graduate credit have been completed:

   a. a minimum of 45 graduate credit hours at this University

   b. a minimum of three out of four consecutive quarters with an enrollment of at least 10 graduate credit hours per quarter at this University

7. Completion of DNP degree requirements within five years after successfully completing the Professional Doctoral Exam

See Graduate School Handbook for complete Professional Doctorate Degree Graduation Requirements II.6.17

End of Quarter

A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following quarter may graduate the following quarter without registering or paying fees.
Application for Graduation
The quarter before the doctoral candidate expects to graduate, the candidate should contact the Graduate Records Office in Room 252 Newton Hall. The records associate will give the candidate graduation materials and discuss deadline logistics. The Application to Graduate form must be submitted to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
Academic Policies for Graduate Students

Academic Standards

To be in good standing in the Graduate School, a student must maintain a cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward graduate program requirements. The Graduate School rules concerning probation and dismissal apply to students:

a) Whose CPHR drops below a 3.0 (see Graduate School Handbook, sections II.4.1 to II.4.5), or

b) Are determined to not be making reasonable progress toward graduate program requirements (see Graduate School Handbook, sections II.4.6 to II.4.9). Reasonable progress is defined below.

In addition, the College of Nursing stipulates that:

c) A grade of C+ or below in a required course in the nursing graduate program will not contribute to credit for graduation.

Any student receiving a C+ or below shall be reviewed for progression by the Graduate Studies Committee (GSC). A student who earns a grade of C+ or below in a required course will be issued a lack of progression warning stipulating that:

i. The student is required to repeat the course earning a grade of B- or better,

ii. Earning a second grade of C+ or below in a required course may result in dismissal from the program.

iii. All course prerequisites must be met in order to progress in the program. The student may not take a subsequent course if they received a C+ or below in a course which is a listed prerequisite.

Progression in the Program

A student is making reasonable progress in the program if he or she receives a B- or better in all required courses and the student’s overall GPA is 3.0 or above. All course prerequisites must be met in order to progress in the program (e.g., Clinical courses must be taken in consecutive order; the previous clinical course is a prerequisite for the next consecutive clinical course). Many of the required courses in the College of Nursing are only offered once per year. If it becomes necessary for a student to repeat a course, this may require waiting a full year before the course can be repeated.

A student in the master’s program is expected to complete a minimum of one course during autumn, winter, and spring quarters. A student in the doctoral program is expected to complete a minimum of one course each of the four quarters. Students who require an exception to these expectations may request a leave of absence by petition submitted to the chair of Graduate Studies.
Grade Changes

A change of grade is made only when an error has been discovered in the evaluation or recording of a grade. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class (e.g., extra credits cannot be granted to one student but not offered to all in the class). Action to change a grade must be initiated before the end of the second succeeding quarter. For more information, see rule 3335-8-23 http://trustees.osu.edu/rules8/ru8-22-231.html.

Grade Grievance Procedures

If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may request a review by the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs shall respond to the student no later than thirty days after the student has requested a review. Upon receipt of the Associate Dean of Academic Affairs’ response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing, by duplicate submission to the Dean and the Associate Dean of Academic Affairs, review by a college faculty committee appointed by the Associate Dean of Academic Affairs. The Hearing Committee will report and make recommendations to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will send a written letter to the student notifying him/her of the Hearing Committee’s decision. For more information see rule 3335-8-23 http://trustees.osu.edu/rules8/ru8-22-231.html.

Other Grievances

Other student grievances (see grade grievance procedure above) should be discussed with the student’s instructor, advisor, the graduate student representative to the Graduate Studies Committee, or the Graduate Studies Committee Chair. The student’s concern may be forwarded to the Graduate Studies Committee. If the problem remains unresolved, the student may discuss the problem with the Assistant Dean for Prelicensure Studies or the Associate Dean of Academic Affairs. In instances when local processes do not lead to the resolution of a grievance, the Graduate School is available to offer advice, and in certain situations, to provide a formal hearing and adjudication. The Graduate School is specifically authorized by the rules of the Graduate Faculty to review grievances related to graduate examinations and Graduate Associate appointments. Graduate Student Grievance Review Guidelines are provided in Appendix C in the University’s Graduate School Handbook. In accordance with University policy, complaints of harassment and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.

Code of Student Conduct and Academic Integrity

While enrolled at The Ohio State University, graduate students are expected to abide by the Code of Student Conduct (see http://studentaffairs.osu.edu/resource_csc.asp). This Code prohibits certain types of student behavior such as inflicting emotional or bodily harm, dishonest conduct, failure to comply with University officials, and academic misconduct. Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate.
Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute “Academic Misconduct.” The Ohio State University’s Code of Student Conduct (Section 3335-23-01) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct. While many people associate academic misconduct with "cheating," academic misconduct actually includes a wider scope of student behaviors. Examples of academic misconduct include (but are not limited to):

- Violation of course rules;
- Violation of program regulations;
- Knowingly providing or receiving information during a course exam or program assignment;
- Possession and/or use of unauthorized materials during a course exam or program assignment;
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor;
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted;
- Submitting plagiarized work for a course/program assignment;
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results;
- Serving as or asking another student to serve as a substitute (a 'ringer') while taking an exam;
- Alteration of grades in an effort to change earned credit or a grade;
- Alteration and/or unauthorized use of University forms or records.

If a faculty member suspects that a student has committed academic misconduct, s/he is obligated by University Rules to report his/her suspicions to the Committee on Academic Misconduct. If COAM determines a student has violated the University’s Code of Student Conduct (i.e., committed academic misconduct), sanctions for the misconduct could include a failing grade and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in a course, please contact the Chair of the Graduate Studies Committee. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (oaa.osu.edu/coam/home.html)
- Ten Suggestions for Preserving Academic Integrity (oaa.osu.edu/coam/ten-suggestions.html)
- Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.html)
Cell Phone and E-transmission Policy

The use of cell phones is prohibited during class/seminar/clinical with the exception of break times. Students who need to have a cell phone on for emergency purposes should discuss the issue with the designated faculty course head. Students found in violation of this policy should be aware that faculty have the option of lowering the course grade and/or reporting the violation to the academic and/or professional misconduct committee chair. Taking pictures of the College of Nursing/College of Nursing property, clinical sites, and patients using ANY device is prohibited without the written consent of the institution and all parties involved.

Please be aware that electronic transmission of data related to patient specific identifiers and student to student health information obtained in physical assessment labs with student identifiers is a violation of HIPAA.

Reactivation

A student who has not been enrolled for eight consecutive quarters may petition to reactivate a program of study. This petition should be submitted in writing to the Graduate Studies Committee. The petition must include the rationale for wanting to reactivate and tentative plans for completing the program of study.

Petition Policies

Students may petition the Graduate Studies Committee for an exception to standard curriculum requirements and policies with the signature of his/her advisor. All student petitions must be signed off on by the advisor and submitted by the student at least two full weeks prior to the Graduate Studies Committee meeting. **Within one week following the meeting, the student will be notified by the Graduate Records Office that a hard copy of the committee’s decision is available for pick-up in room 252.** Students are encouraged to speak to their advisor regarding curriculum plan changes and/or considerations that may arise following the committee’s decision.

If there is not satisfaction with the outcome of the Committee’s decision regarding the petition, the student should discuss the matter with his/her faculty advisor or the Graduate Studies Committee Chair. If the student is able to provide additional information that may have bearing on the committee’s decision, the student may appeal the original decision and resubmit the petition with the inclusion of the additional information. Following a second review, the Graduate Studies Committee will render a decision that is final.

The Graduate Studies Committee has developed procedures for the following requests:

- Request for transfer credit
- Request for course waiver
- Request to transfer specialty track
- Request for leave of absence
- Request for out-of-state clinical placements
Petition Submission Guidelines

- **Petition forms** (including specific directions) are available in the Student Affairs area of the StudentWeb sharepoint at [http://studentweb.con.ohio-state.edu/sites/sa/default.aspx](http://studentweb.con.ohio-state.edu/sites/sa/default.aspx)

- **Petition submission.** All student petitions must be submitted by the student at least 2 full weeks prior to the Graduate Studies Committee (GSC) meeting. The list of dates for the GSC meetings are also available at the website listed above. Any petitions submitted after this submission deadline will be placed on the agenda of the following GSC meeting.

- **Student notification.** Once a decision is made by the Graduate Studies Committee, the student will be notified (usually via email) by the Graduate Program Director or the Graduate Records Office. Students are encouraged to speak to their advisor regarding curriculum plan changes and/or other considerations that may arise following the GSC decision.

- **Faculty notification.** A hard copy of the petition decision will be sent by the Graduate Records Office to the student’s advisor (or Specialty Program Director if a new advisor must be assigned) as a prompt to update curriculum plans and/or perform any other advising related functions.

- **Record keeping.** A hard copy of the petition and all supporting documentation will be placed in the student’s file.

- **Appeal.** Students are permitted one appeal. Decisions rendered by the Graduate Studies Committee following a second review are final.

Copies of each of the petition forms follow. If you wish to make such a request, please follow the directions on the appropriate form.
The Ohio State University
College of Nursing Graduate Program

Request to Waive a Course in the Graduate Program

Please note: The Graduate Studies Committee will not accept undergraduate coursework in place of required graduate courses.

To request a course waiver, please provide the following:

1. This form (including student’s name, course # to be waived, and advisor’s name/signature).

2. A cover letter detailing relevant information when applicable:
   a. Course(s) title and number which you are requesting to have waived
   b. Course(s) title, description and number related to the requested “waived” course
   c. Institution from which the course(s) was taken.
   d. Earned grade(s)
   e. Other pertinent prior experiences related to the course content
   f. Explanation of how your prior experiences/coursework meet each of the objectives of the current course in CON program
   g. Credit Hours (please indicate if the hours are quarter or semester)

3. Course syllabus

Three copies of ALL materials should be submitted to Graduate Records in Room 252 Newton Hall

Course Number ___________ Advisor Name __________________________

Advisor Signature* ________________________________________________

*A curriculum plan must be on file for the student.

Advisor recommendation:

☐ Petition recommended ☐ Petition not recommended

Student name ____________________________________________________
The Ohio State University College of Nursing Graduate Program

Request to Transfer a Course Into the CON Graduate Program
(The Ohio State University Graduate School form entitled Request for Transfer of Graduate Credit should be included with this petition.)

Transfer Credit is governed by the rules of The Ohio State University Graduate School, found in the Graduate School Handbook, Sections II.3.2.3. Graduate credit earned at another university may be transferred to this university. The following conditions must be satisfied in order to transfer graduate credit:

1. The graduate credit was earned as a graduate student at an accredited university; and,
2. The student earned at least a grade of “B” or satisfactory in each course for which credit is to be transferred; and,
3. The Graduate Studies Committee approves the transfer.

Please note the following Graduate School requirement: Credits should be transferred at the time the student is admitted but no later than the end of the second quarter of enrollment in the Graduate School.

To have a transfer request reviewed for a decision by the Graduate Studies Committee, the following must be received:

A. This form including student’s name, advisor’s name and the course number to be waived

B. A cover letter detailing the following information:
   - Course title and number
   - Course description.
   - Institution from which the course was taken.
   - Earned grade

Also, is this course to count for a required course in your program? If so, what course? How does this course (the transferring course) meet the objectives of the current course in CON program? Credit Hours (please indicate if the hours are quarter or semester)

C. Previously completed course syllabus

Three copies of ALL Materials should be submitted to Graduate Records in Room 252 Newton

OSU Course Number ________________  Advisor_______________________________

Faculty Advisor Signature________________________________________________________

Student name ___________________________________________________________________

Office Use Only

Approved Not Approved

X______________________________________________________________________________

Graduate Studies Committee Chair                                           Date

Grad School Approval Date ________________
The Ohio State University College of Nursing Graduate Program

Request for Leave of Absence (LOA) From the Program of Study

A student who needs a LOA must notify his or her advisor and the Graduate Studies Committee (Chair). The Ohio State University Graduate School student status is automatically deactivated if students have not registered for classes during the preceding two years. Also, taking an LOA may alter the availability of clinical placement sites.

To have Request for Leave of Absence reviewed, the Graduate Studies Committee Chair must be in receipt of this form (with student’s name, advisor, advisor’s signature and effective dates of LOA) and a letter detailing the following information:

- Earned grade(s) to-date, listed on an Advising Report
- How many more credit hours do you need to satisfy your degree requirements?
- Course title(s) and course number that must be revised in your program of study.
- How will your proposed program of study meet your degree objectives? And when do you propose to graduate?

ALL Materials should be submitted to Graduate Records in Room 252 Newton Hall at least one month prior to the desired decision.

Student Name_____________________________________________________

Advisor  _________________________________________________________

Advisor Signature ______________________________________________________

Last quarter of enrollment ______________________________

Returning quarter ______________________________________

Office Use Only

Date_______________________________________________________________

Graduate Studies Chair _____________________________________________
Non-Academic Policies for Graduate Students

College of Nursing Non-Smoking and Tobacco Free Policy

To protect the health and safety of our faculty, staff, students, and guests, the College of Nursing joined The Ohio State University Medical Center and became smoking and tobacco free July 10, 2006. This means that smoking or use of other tobacco products will be prohibited inside the building, outside the building, or in the loading dock and parking areas. This policy is in line with the College of Nursing’s mission and values.

Where can I smoke?
You are permitted to smoke in any other area outside of the College or Medical Center grounds that is designated as a smoking area or permissible by law. The Medical Center, Health Sciences Colleges contiguous to the Medical Center including Fry, Newton, Parks and Postle halls, as well as all Biological Sciences buildings (Aronoff Lab, Biological Sciences Building, Biological Sciences Greenhouse, General Biology Annex, Jennings Hall, and Riffe Building) are now tobacco-free. The ban on all smoking and tobacco products will be observed in all indoor and outdoor areas and parking areas on the main medical center campus, University Hospital East, all other OSU Medical Center properties, and the buildings listed above. Signage will notify individuals where they can or cannot smoke or use tobacco products.

What is considered a tobacco product and therefore prohibited?
Tobacco products include, but are not limited to cigarettes, cigars, chewing tobacco and pipe smoking.

How will the new policy be enforced?
The College of Nursing will encourage faculty, staff, and students to take the lead in helping to make the College a healthy environment by being courteous and informing others of the tobacco-free policy. Corrective action will be taken with employees who do not follow this policy. Students who are not employees will be referred to the Office of Student Judicial Affairs.

Are there resources to help students with smoking cessation?
All students, faculty, and staff are encouraged to refrain from smoking and using tobacco products while attending classes, working or visiting the College of Nursing and the Medical Center. The OSU James Cancer Hospital provides smoking cessation opportunities through the Kick-It program. Go to www.jamesline.com or call 1-800-293-5066 for more information. The OSU College of Dentistry Tobacco Cessation Clinic is located at 305 West 12th Avenue. More information is available by calling 614-292-1140 or at http://dent.osu.edu/outreach/Tobacco_Cessation.htm. Students can contact the Ohio Tobacco Quit Line at 1-800-QUIT-NOW. Programs are also available online at www.quitnet.com.
The Student Wellness Center has quit kits that can be picked up in B130 in the Recreation and Physical Activity Center (RPAC) with a valid BuckID. MyStudentBody.com also has a resource for successful smoking cessation. Go to www.mystudentbody.com and use the school code “Buckeyes” to enter the site.

The university’s revised non-smoking policy (Policy #7.20) can be viewed online at: http://hr.osu.edu/policy/policy720.pdf. Contact Human Resources: 293-4988 or 292-2800.
Food and Drink in the Technical Learning Complex and Computer Lab Policy

Eating and drinking in the rooms of the Technical Learning Complex (TLC), or clinical education lab, are prohibited.

The TLC is being updated at a cost of over $1.5 million to create a setting that simulates the clinical environment as closely as possible. Food and drink are not permitted on hospital units except in designated areas (break rooms or lounges). To have food or drink on the clinical unit otherwise is an OSHA violation resulting in fines and violates a Joint Commission requirement. Just as food and drink are strictly prohibited in science laboratories on campus and universally as a matter of Federal and state good laboratory practices and as an accreditation/certification requirement, it is appropriate that the College of Nursing adhere to the same standards for our clinical education lab.

Designated eating areas include the student lounge on the second floor, the basement canteen, and the newly redecorated lobby. Please use care when eating in the lobby to keep this area as nice as possible for others.

The following guidelines apply to eating and drinking in the computer lab (220 Newton Hall) and the computer classroom (260):

- Snacks are permitted.
- Beverages are permitted in covered, preferably spill-resistant, containers.
- Be considerate of others and avoid messy or smelly foods. Hot foods or fast foods are discouraged.
- “Group/party foods” are not appropriate (pizzas, cakes, etc.).
- Food deliveries will be turned away.
- Properly dispose of leftovers, empty containers and wrappers.
Professional Standards

The American Nurses Association (ANA) and the National Student Nurses Association provide guidance regarding what constitutes professional conduct in documents such as the ANA Code for Nurses, the ANA Standards of Clinical Nursing Practice, and the Student Nurse Association Code of Academic and Clinical Professional Conduct. Nursing students are responsible for conducting themselves in accordance with these professional standards. Professional conduct is manifest by behaviors that embody the values of Nursing including integrity, regard for self and others, respect, and responsibility. Professional misconduct includes activities that undermine the values of Nursing. Professional standards augment the behavioral expectations for all students at The Ohio State University as stated in the University Code of Student Conduct. The professional standards to which students are expected to adhere include the following adapted from the Student Nurse Association Code of Academic and Clinical Professional Conduct, the rules promulgated from the law regulating the practice of nursing (Ohio Board of Nursing), and The Ohio State University College of Nursing Professional Standards.

Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.

- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.

- Comply with the directives of a college official.

- Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.

- Comply with the Code of Student Conduct.

- Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.

- Refrain from performing any technique or procedure, including medication administration, for which they are unprepared by education or experience and/or without faculty or preceptor approval.

- Accurately identify and represent self as a nursing student in all professional and clinical settings.

- Communicate academic and clinical information in a truthful, timely and accurate manner.

- Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.
• Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.

• Accept the moral, ethical and legal responsibility for own actions.

• Maintain patient/client confidentiality in all written, verbal and non-verbal communication.

• Serve all patient/clients impartially and accept no personal compensation from those entrusted to their care.

• Strive for excellence by maintaining and promoting integrity, truthfulness and honor in all aspects of academic and clinical responsibilities.

• Uphold school policies and regulations related to academic and clinical performance.

• Refrain from any deliberate action or omission of care in the clinical setting that creates risk of injury to the client, self, or others.

• Refrain from any deliberate action in the academic setting that creates risk of injury to self or others.

• Provide care for the client in a timely, compassionate, and professional manner.

• Promptly report known violations of any professional standard by other nursing students to a College of Nursing official.

Students in the College of Nursing are also expected to follow the Ohio Board of Nursing requirements (BON 4723-5-12 B 1-23) as outlined below.

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the students for the client, and the client’s response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to case management documents or reports or time records, reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each client.

(5) A student shall delineate, establish, and maintain professional boundaries with each client.

(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a
registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to the client;
   (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a client’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
   (a) Engage in sexual conduct with a client;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

(14) A student shall not habitually indulge in the use of controlled substances, other habit forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

A completed list of all Ohio Board of Nursing laws and rules can be accessed at: [http://www.nursing.ohio.gov/Law_and_Rule.htm](http://www.nursing.ohio.gov/Law_and_Rule.htm). Please refer to this website for updated information.

Professional Misconduct
The College of Nursing Professional Misconduct Committee (PMC) conducts hearings in accordance with the procedures outlined in the Undergraduate or Graduate College of Nursing Handbook for suspected incidences of professional misconduct by nurses enrolled in the College of Nursing. The committee is comprised of the chair, representatives from Undergraduate and Graduate Studies committees, clinical instructors, and nursing nurses. Nurses who are suspected and accused of committing professional misconduct are subject to a hearing in the College of Nursing according to the following procedure.

PROCEDURE FOR ALLEGED MISCONDUCT

All College of Nursing personnel are obligated to report suspected incidences of professional misconduct to the chair of the Professional Misconduct Committee (PMC). The following will apply for cases of alleged violation of the professional standards of the College of Nursing.

Following is a description of the process for reporting an alleged professional misconduct.

- Any person (including students) may report an incident of professional misconduct to any faculty member.
- If the allegation is made by a student, the initial report, along with a witness statement from the student making the allegation, is submitted by the faculty member receiving the report to a college official who forwards a written description of the alleged incident to the chair of the PMC promptly. College official is defined as faculty, staff, clinical instructor, teaching associate, or college administrator.
- If a college official observes an alleged professional misconduct, the college official forwards a written description of the alleged incident to the chair of PMC promptly after the allegation comes to his/her attention.
• Upon receipt of the written report of an alleged incident, the PMC chair will notify the student in writing about receipt of the written allegation.

• Within 30 days of receiving notification of the alleged incident, the PMC chair or her/his designee will investigate the alleged incident to determine if the incident meets the criteria for professional misconduct. The PMC chair may consult with others to determine if there are other sites of adjudication in addition to the College of Nursing. If the adjudication body is not the PMC, then the university procedures outlined in the Student Code will be followed. However, behavior may constitute both professional and academic misconduct and thus, could be adjudicated in more than one place.

• If the PMC chair determines that the severity of the alleged incident does not merit a hearing for professional misconduct but does represent behavior that is not in accordance with College of Nursing policies or professional standards, the PMC chair will meet with the student to issue an informal admonition. An informal admonition is not considered a disciplinary sanction, but may be considered in any future hearings. Following the issuance of an informal admonition, the student can request a hearing of the incident. A written request for a hearing must be filed with the PMC chair within 5 working days of the student’s receipt of the informal admonition.

• If the PMC chair determines that there is probable cause to believe professional misconduct has occurred he/she submits a report of the incident to the appropriate associate dean for informational purposes and initiates the hearing procedure. The PMC chair will also give the accused student prompt written notice of the allegation.

Hearing Procedure

After the PMC chair has notified the student(s) involved of the specific charges of alleged professional misconduct, the chair will:

• Inform the student(s) of the procedures for the hearing process.

• Make all materials received pertaining to the incident available to the student(s).

• Notify the student(s) of the hearing date at least seven (7) days in advance of the hearing. The student may request a continuance for just cause.

• Appoint a hearing panel from among the members of the standing Professional Misconduct Committee within 14 days of notifying the student of the disposition of the allegation. The panel will consist of one representative from both Undergraduate and Graduate Studies committees or an appropriate alternate, two students at the level of the student who is charged with misconduct, and one clinical instructor or clinical faculty, all of whom can hear the case without prejudice. The PMC chair serves as chair of this panel. The PMC chair and college secretary serve as ex-officio members without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate panel chair.

• Instruct the hearing panel that all hearing proceedings are confidential.
• Make a tape recording of the hearing.

The student against whom the alleged incident is charged is initially presumed to be “not in violation” of the professional standards of the College of Nursing. Those present at the hearing include individuals directly involved in the alleged incident and witnesses requested by the PMC chair or the accused student. The accused student may have a person present to provide advice and/or support. The advisor may only counsel the student and may not actively participate in the hearing. If a student reported the incident to a college official, the official making the report will be present in the hearing.

During the hearing, both student(s) and college official (person forwarding the allegation) will be given the opportunity to describe the alleged incident without interruption. Following their presentations, panel members will ask questions of all parties until they are satisfied that their understanding of the incident is clear. After the information has been gathered and clarified, the college official and the student(s) leave the hearing room so the panel can go into closed (untaped) session to discuss the evidence and render a decision. An outcome of “in violation” is based on the greater weight of the evidence. An outcome of “in violation” is reported to the Office of Judicial Affairs.

• The proceedings are kept confidential and not shared with anyone outside of the committee except the dean when the student is found in violation.

Sanctions

If found in violation, the letter from the Office of Judicial Affairs is opened by the College Secretary to determine if there have been previous violations. The committee then determines the sanction based on current and previous findings. The range of sanctions imposed by the College of Nursing hearing panel is the same as used by other university adjudicatory bodies. Sanctions are listed below. Educational sanctions can accompany any of the listed sanctions. These sanctions follow Faculty Rule 3335-29.

• Formal Reprimand
• Disciplinary probation
• Disenrollment from the College of Nursing for a specified term
• Other sanctions

Appeal

The student has the right to appeal the decision made by the hearing panel. Appeals must be filed with the appeals officer (college dean) within 14 days of the date on the sanction letter. Appeals are based on any of the following:

• Procedural error
• Finding of “in violation” not supported by the greater weight of the evidence
• Substantial new evidence not available at the time of the hearing
• Sanction grossly disproportionate to the violation
The dean will review all pertinent materials. After reviewing the materials, the dean may uphold the original sanction, dismiss the original sanction, impose a lesser sanction, or order a new hearing. The dean’s disposition is final.

Notification

The student(s) and the college official(s) reporting the incident are notified in writing of the panel’s decision within seven days following the hearing.

If the student is found in violation, the PMC chair notifies the dean of the hearing and the panel’s decision.

Records

All records pertaining to the incident are given to the College of Nursing secretary at the end of the hearing. These records are confidential and retained for five years in a file separate from the student’s record.

Evaluation

The PMC chair will prepare an annual report of hearing actions that is submitted to the dean.
Student Policy Regarding Impaired Practice

Overview

Substance abuse is a universal health problem affecting all segments of society, including the profession of Nursing. According to the American Association of Colleges of Nursing (1999) and the Substance Abuse and Mental Health Services Administration (1997), college students are one of the segments of the population at highest risk for substance use and abuse problems. Students’ use and abuse of substances not only compromises their educational process but also their ability to provide patient care.

The College of Nursing has the responsibility to educate students who will be responsible professional, knowledgeable nurses who provide quality health care. Students with impaired practice involving substance abuse are incapable of providing this care. Therefore, it is imperative that students with impaired practice be identified and referred for evaluation and treatment of their substance use/abuse problems. Specific criteria for identification of a student with impaired practice are listed in the identification and documentation section of this policy. The purpose of this policy is to establish a process to facilitate the identification and management of nursing student substance abuse problems within the College of Nursing. The policy was developed based upon the recommendations and guidelines from AACN, SAMHSA, and The Ohio State University Student Health Services.

Identification and Documentation of Student With Impaired Practice

Faculty in the College of Nursing have a professional and ethical responsibility for the identification, documentation and referral of students who are suspected of having an impaired practice to the Professional Misconduct Committee. Confidentiality for every student is to be maintained throughout the entire process. Identification of a student with possible impaired practice is based on a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and inconsistent performance.

Specific information based on behaviors arising from impaired practice must be documented in the student’s academic and/or clinical record. Faculty involved in the identification of a possible substance use/abuse problem must initially meet with the student. A subsequent meeting will then occur between the student, faculty involved in the identification of the problem, and a member of the Professional Misconduct Committee. After this meeting, it is the responsibility of the Professional Misconduct Committee to review written materials regarding a student who is suspected and/or identified as having an impaired practice.

The committee is also responsible for any additional or continued action necessary for each student case. In addition, this committee has the responsibility for the referral of a student who is identified as having impaired practice to The Ohio State University Student Health Services for evaluation, intervention, and treatment of their substance use and/or abuse problems. Any student who is identified and verified as having a substance use/abuse problem will not be allowed in any clinical area as long as the use/abuse continues. Finally, this committee also has the responsibility to determine whether the re-entry of the student into clinical and/or academic settings can occur.
Evaluation of Student Progress

A student may be granted re-entrance into the clinical area, one time only, upon completion of his or her treatment programs as defined in accordance with The Ohio State University Student Health Services. The Undergraduate Studies and/or Graduate Studies Committee is responsible for the review and maintenance of documentation of all materials regarding re-entry of any student into clinical and/or academic areas. Any student who is identified as having impaired practice more than once will be disenrolled from the College of Nursing. Re-admission to the College of Nursing will be determined using standard re-enrollment procedures.
Policy and Guidelines for the Prevention and Management of Infectious Diseases

Introduction

During the performance of clinical practice or research activities, students may have contact with patients or research participants with infectious diseases. This contact may place the student at risk for exposure to an infectious agent and/or may result in an infectious disease being transmitted to others. This policy has been established to address The Ohio State University, College of Nursing’s concern for protecting both students and clients from the risk of infectious diseases. The policy is in accordance recommendations of the American Association of Colleges of Nursing (AACN) and recognizes individual rights, voluntary testing, and the confidentiality of test results of all involved. The document is organized in relation to: (1) Prevention, (2) Responsibilities of the student in the care of infected patients, and (3) Post-exposure safety measures.

Prevention

Students can be reasonably protected from the risk of contracting and transmitting an infectious disease in the course of nursing practice with appropriate education, skills training, and immunizations.

Education

Students will receive printed materials and oral instruction on potential infectious hazards, risk behaviors, and preventive measures in accordance with the current guidelines of the Centers for Disease Control (CDC). In addition, students are expected to have the necessary basic science content (anatomy/physiology of the immune system), pathophysiology, epidemiology, and standard precaution information necessary to provide safe care to patients and protection for themselves.

Adherence to Standard Precautions

Students are expected to understand and strictly adhere to Standard Precaution guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

Vaccinations and Testing

- Mandatory Vaccination/Testing

Undergraduate and Graduate students must meet The Ohio State University College of Nursing Health Requirements prerequisite to contact with a clinical setting.

[NOTE: Students who are pregnant or think they are pregnant should report their condition to the nurse in Preventive Medicine at the Student Health Clinic. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action. In general, pregnant women should be advised to avoid live vaccines and to avoid becoming pregnant within 28 days of having received one (no harm to the fetus has been reported from the accidental administration of these vaccines during pregnancy) http://www.cdc.gov/nip/publications/preg_guide.htm].
**Discretionary Vaccination/Testing**

**INFLUENZA:** Influenza vaccination is strongly recommended to all undergraduate and graduate students annually.

**MENINGOCOCCAL MENINGITIS:** Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease. Vaccination does not eliminate risk because a) the vaccine confers no protection against serogroup B disease and b) although the vaccine is highly effective against serogroups C, Y, W-135, and A, efficacy is <100%. The risk for meningococcal disease among college students is low; therefore, vaccination of all college students, all freshmen, or only freshmen who live in dormitories or residence halls is not recommended, but is available to students who desire to reduce their risk.

**HIV TESTING:** Nursing students who are at risk for HIV and who have a desire to be tested can avail themselves of testing and pre and post testing counseling through the Columbus Health Department or The Ohio State University Student Health Services.

**SMALLPOX:** Routine smallpox vaccination is currently only recommended for persons who are designated by the appropriate federal, state, and local bioterrorism and public health authorities to conduct investigation and follow-up of initial smallpox cases that might necessitate direct patient contact (CDC, 2003). Additionally, vaccination is recommended to persons responsible for administering smallpox vaccine in a pre-event smallpox vaccination program.

**Responsibilities of the student in the care of infected patients**

Nurses are front-line providers of health care, and the delivery of nursing care is not without safety hazards. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity and the uniqueness of the persons for whom they care, unrestricted by considerations of social and economic status, personal attributes, or the nature of health problems (ANA, 2001). Students who follow the recommendations developed by the Centers for Disease Control have minimal danger of contracting any infection in the course of their clinical practice/research activities.

Refusal to care for an infected patient is contrary to the ethics of the nursing profession. Students who express apprehension or concern over personal safety and health because of a clinical assignment that brings him/her in contact with individuals who are at risk for or who are infected with an infectious disease will be counseled by his/her clinical instructor and directed to specific information concerning the pathogenic organism and recommended precautions. Students who refuse to care for an infected individual because of the belief that it will place him/her at risk of exposure, when reasonable risk cannot be demonstrated (e.g., the student is immunosuppressed), will be advised that such action is not in accordance with satisfactory clinical performance. Such cases will be handled as individual instances in which students have not met the course requirements. Career counseling may be recommended to determine if the student should continue a career in nursing. Students who are pregnant will be considered on a case to case basis with consideration of CDC and institutional policy.

When caring for persons with infectious diseases, students and faculty are expected to understand and follow current HIPAA rules of privacy and confidentiality.
POST-EXPOSURE SAFETY METHODS

Management of Student Exposed to Pathogenic Microorganisms

Any incident that exposes a student or a patient to the risk of a pathogenic microorganism by needle puncture or contact with secretions/body fluids while in the clinical setting should be reported to the student’s clinical instructor and clinical nursing supervisor (preceptor and/or charge nurse) immediately. Specific agency/institution procedures for such contact should be adhered to. Immediate actions should include:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Immediately seek medical treatment.

Treatment areas at the OSU Medical Center include: Employee Health (293-8146), Occupational Medicine (257-3559), or, after hours and on weekends and holidays, Emergency Department (293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (292-1284). Students who are at agencies other than the OSUMC system should follow the guidelines according to the placement agency.

Management of Student who is a Source of Pathogenic Organism

Students who have been diagnosed with infectious diseases should understand that they may pose a risk to patients, particularly highly vulnerable populations like neonates, oncology patients and those immunocompromised from disease or treatment. Students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the Academic Associate Dean in the college who will refer the students to the Office of Disability Services for modifications or accommodations in clinical education. Such modifications will be made on a case by case basis considering compliance with CDC recommendations and University policy.

It is the desire of the College of Nursing to prevent discrimination against students who may have an infectious disease. Qualified individuals cannot and will not be denied admission to the nursing program solely on the basis of his/her infectious disease status. Screening of potential candidates or inquiry into infectious disease status should not be part of the student application processes.

References


Centers for Disease Control (CDC) Web site: www.cdc.gov/niosh/topics/bbp/.


* Note: This policy is based on currently available information. It will be updated as new information is forthcoming from the Centers for Disease Control (CDC). In the absence of new CDC directives, the policy will be reviewed annually in accordance with the University Infection Control guidelines/requirements. Policy review will be initiated by the Assistant Dean and approved by the faculty of the College of Nursing. A copy of the policy will be included in student handbooks given to entering students. It is the responsibility of faculty members and students to familiarize themselves with this policy.

LAST REVIEW/REVISION DATE: July 2008
Requirements for Clinical Courses

Health Requirements

Health requirements are necessary for students for the protection of their own health as well as for that of the patients and clients for whom they will be caring in the nursing program. The health requirements in place for students are requirements set by the health care agencies where students are assigned for clinical study. As agency health requirements change, health requirements for students enrolled in the College of Nursing may also change. Some health requirements require a YEARLY update and it is the student’s responsibility to assure that the tests are completed and the report submitted to Nancy Hill at the Wilce Student Health Center, as indicated below.

If health requirements are not met, students will not be permitted to engage in clinical course work.

The health requirements include:

1. Diphtheria/tetanus immunization within the past ten years;
2. Verification of immune status or vaccine administration for the following infectious diseases:
   a. Hepatitis B
   b. Mumps
   c. Rubella
   d. Rubeola
   e. Varicella
3. Annual PPD after initial two-step PPD. If there is a history of a positive PPD, then a chest X-ray is required.

Students who are pregnant or think they are pregnant should report their condition to the nurse in Preventive Medicine at the Student Health Center in order to update their record. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action.

All health records are retained at the Student Health Center. Students who meet their health requirements somewhere other than the Student Health Center need to have their record of meeting these health requirements forwarded to:

Nancy Hill, RN
Preventive Medicine
Wilce Student Health Center
1875 Millikin Road
Columbus, OH 43210
Criminal Background Check

Students are required by state law to complete a criminal background check. Students will be fingerprinted before they begin their initial clinical experience for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and College of Nursing policies.

Mandatory Drug Screening

All students enrolled in a clinical course will be required to provide a sample for a urine drug screen. This is a requirement among agencies that accept our students for clinical experience. The College of Nursing has contracted with a laboratory to come to the college to provide the service. No other previous drug screen results will be accepted. Students who have not completed a drug screen will NOT be permitted in any clinical setting. All course heads will be notified of students who are non-compliant. Students will be responsible for the cost of subsequent screening for just cause.

Insurance

All students are required to have professional liability insurance in the minimum amount of $1,000,000/occurrence and $3,000,000/aggregate. The College of Nursing purchases, on behalf of students, a policy which provides this coverage for students while they are engaged in clinical course work. Students pay a fee every autumn quarter for annual coverage (autumn 2008 cost = $16/student). (Please note that nurse-midwifery students in their final four quarters of N859 are not covered by this policy.) In addition, the College of Nursing requires that all students carry health insurance through a family, employment, or student policy comparable to The Ohio State University Student Health Insurance Plan. Verification must be completed on the Registrar’s web site at the time of course registration.

Cardio-Pulmonary Resuscitation (CPR) Certification

Students need to be certified in CPR before they can participate in clinical course work. The only certifications that are acceptable are:

* American Heart Association, BLS for the Healthcare Provider (good for two years)
* American Red Cross, CPR for the Professional Rescuer (good for one year)

HIPAA Training Policy

Every student in the College of Nursing is required to complete training regarding the Health Insurance Portability and Accountability Act, including viewing a training videotape and passage of a post-test. This must be completed prior to any clinical experience and renewed annually.
Identification Badges

The Security Office of The Ohio State University Hospitals issues identification badges to all its faculty, staff and students. The identification badge is to be worn in all clinical areas as well as other designated areas in the College of Nursing and the Health Center; failure to wear the identification badge may result in being denied access to these areas. This identification badge does not replace the university identification card which needs to be used to access university services and facilities. Validation stickers will be issued upon initial receipt of the identification badge and annually thereafter. All identification badges are the property of The Ohio State University. As soon as the results of the background check are received, a form to secure an identification badge can be obtained from the Office of Student Affairs.

Appropriate Clinical Attire

It is expected that you present yourself for clinical experiences in professional clinical attire. For most clinical experiences, a clean, ironed lab coat or jacket with the OSU patch is appropriate. The wearing of multiple rings (wedding rings and engagement rings and/or an appropriate class ring or equivalent are fine), fake nails, extreme hair styles, large jewelry (including nose rings, lip rings or other evident body piercing jewelry), perfume or strong after shave are not acceptable for clinical sites. A strong suggestion is to stand in front of the mirror and raise your hands over your head. If your abdomen is exposed by this movement, the outfit isn’t appropriate. When you are consulting with your preceptor to arrange clinical hours, ask about the expected dress code for the office. If you are male and the male preceptor wears a tie, you should plan to wear one as well. It is important to present yourself and the College of Nursing in the best possible light.

Clinical Absence

Clinical course syllabi specify the procedure students need to follow regarding any clinical absence.

Incident Policy

ILLNESS
In the event a student becomes ill during his or her clinical study, the instructional staff member shall refer the student to the Student Health Center or the student’s private physician for treatment. If the student's condition is one that warrants treatment in an Emergency Department, the instructional staff member, or designee, shall assist the student to the Emergency Department. All medical costs for treatment are the responsibility of the student. If necessary, an incident report shall be filed following the policy of the institution. The student may also need to contact their academic advisor if the illness necessitates a change in the student’s current quarter course attendance or future quarter enrollment.

NEEDLE STICK OR RELATED INJURY
If a student sustains a needle stick or related injury, this incident shall be reported immediately to appropriate agency personnel and to the physician who is responsible for the Preventive Medicine Program at the Student Health Center. The student should be referred for follow-up to Student Health Services, Preventive Medicine Department. The instructional staff member and
student should complete any incident report forms required by the agency and inform the Office of the Associate Dean for Academic Affairs in the College of Nursing. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.
Resources Available to Graduate Students

Computing Resources

The Nursing Computer Lab, located in room 220 Newton Hall, is provided for the use of nursing students to complete nursing-related tasks. Resources available in the computer lab include CD-ROMs on a variety of topics, instructional programs, and a clinical reference library. Access to the Internet and the World Wide Web is also available.

Students may wish to review the university’s “Policy on Responsible Use of University Computing Resources” at www.oit.ohio-state.edu/responsible.html. This policy states in part:

“As a part of the physical and social learning infrastructure, The Ohio State University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research, and service missions; of university administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the university community and between the university community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior within the university community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.”

Modification, deletion, or copying of installed software is prohibited as is the installation of new software unless approved by computing personnel. All work should be saved to students’ diskettes which are available for purchase at the OSU Bookstore. Food, beverages, and chewing gum are not permitted in the lab. Students who do not obey Computer Lab rules and regulations are subject to charges of professional misconduct.

Computing support personnel are available for questions relating to the use of software specific to the College of Nursing. Questions concerning common word processing, spreadsheet, and database packages should be directed to the Microcomputer Consulting Office of University Technology Services at 292-2919. Questions concerning statistical software (SAS) should be directed to Statistical Consulting at 292-0408. Public microcomputer sites, maintained by University Technology Services, are available for personal computing needs. Contact University Technology Services at 292-4843 for locations and hours.
The university will routinely send official communications to the university email address.

Since email has been adopted as a primary mechanism for sending official communications to students at OSU, students must check email regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official university communications sent to the students’ official OSU email addresses does not absolve students from knowing and complying with the content of those official communications. Students must also ensure that there is sufficient space in their e-mail postboxes to allow for email to be delivered and received.

Students who choose to have their email forwarded to a private email address outside the official university network address will be doing so at their own risk. The university is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any third-party email address. Any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students’ official Ohio State University email addresses.

All use of email will be consistent with other Ohio State University policies including the Policy on Abuse of Computers and Networks.

Has your name changed? Go to http://www.oit.osu.edu/. This site authorizes you to create a new OSU Internet Username following a name change. It requires that you already have an OSU Internet Username and password. Your new OSU Internet Username will be your (new) name. Your password will not change.

Under Quick Links…
Click on ‘Account Management’
Under ‘OSU Internet Username’
select ‘Rename Account’

CONnections

During the academic year, the Office of Student Affairs posts to student email accounts a monthly newsletter to help students stay informed about academic issues, activities occurring in the college, and career opportunities. Students may submit items for inclusion in CONnections. Printed copies of CONnections are posted on bulletin boards throughout Newton Hall and are available in the Office of Student Affairs.
Locker Assignments

There are a limited number of lockers available to students in the basement of Newton Hall. They are assigned on a first-come, first-served basis. Please contact the Office of Student Affairs for a locker assignment. Students are responsible for providing their own lock; all items and the lock must be removed from lockers by the end of spring quarter of each year. Items kept in lockers must be limited to non-perishable items that are in compliance with The Ohio State University’s Code of Student Conduct.
APPENDIX
Guidelines for the Review and Investigation of Allegations of Scholarly Misconduct by Graduate Students

I. Introduction

A. Purpose

1. These guidelines are used by the Graduate School when reviewing and investigating allegations of scholarly misconduct made against a person while a graduate student. They are to be used in conjunction with guidelines published by a funding agency if the allegations involve research sponsored by that agency.

2. These guidelines are intended to

   a. establish and insure a fair and complete process through which to adjudicate allegations of scholarly misconduct;

   b. insure, as far as possible, that a graduate student’s career is not jeopardized when allegations of scholarly misconduct cannot be substantiated;

   c. protect those making allegations against repercussions when the allegations are made in good faith;

   d. maintain confidentiality of all involved parties to the maximum extent permitted by law;

   e. comply with requirements of extramural funding agencies, such as the Public Health Service and the National Science Foundation.

B. Definitions

1. “Scholarly misconduct” is not the same as “academic misconduct.” They are differentiated chiefly by the context in which each occurs.

   a. Graduate students, as professional apprentices, are expected to uphold the standards of scholarship, research and creative activity of the academic community. Scholarly misconduct is the deviation from these standards and is generally understood to include but not be limited to intentional falsification, fabrication, plagiarism, or other practices that seriously depart from those that are commonly accepted within the relevant scholarly community for proposing, conducting, reviewing, or reporting research. The context for scholarly misconduct by graduate students is understood to include but not be limited to dissertation research, thesis research, research pursued under a fellowship, employment as a Graduate Research Associate, and research funded through any grant. It does not include honest error or honest differences in interpretation or judgment about data or its meaning.
b. “Academic misconduct” is generally understood as: cheating in courses or examinations, plagiarism, violation of course rules, and in the altering of course grades within the context of classroom and course work activities. The context for academic misconduct by graduate students is understood to include but not be limited to taking classes as a student and completing the written sections of both the Comprehensive Masters Examination and the Candidacy Examination for the Ph.D.

2. The process described in these guidelines envisions three stages: a review by the Dean of the Graduate School, an inquiry by the Policy and Standards Committee of the Council on Research and Graduate Studies, and a formal investigation with determination of sanctions by an ad hoc Committee of Investigation.

3. Throughout this document reference is made to the graduate student. This will be taken as equivalent to the person or persons under investigation for scholarly misconduct. It may refer to both current and former graduate students.

4. A case may involve allegations against more than one graduate student. In such a case, it may be practical to apply the process in parallel, with some sharing of interview and hearing events. Decisions are nevertheless to be made with respect to individuals as such and not as a class.

5. Reference is made in this document to the necessity for avoiding a conflict of interest or its appearance on the part of those involved in deciding the matter on all stages. Possible conflicts of interest include co-authorship of a work within the recent past with any individuals involved with the alleged misconduct, or a professional or personal relationship with the accused beyond that of mere acquaintance. Such a relationship might be that of current or former student or mentor, direct supervisor or subordinate, or marriage, among others. If such a relationship is present, the individual should excuse himself or herself from any investigative or decisional role in the case.

C. Oversight Authority

1. Allegations of scholarly misconduct made against graduate students will be governed by this document. Allegations of academic misconduct made against graduate students will be governed by the rules of the Committee on Academic Misconduct (3335-31-02).

2. In those cases not fitting the definitions and practical interests above, and where there is a question of jurisdiction, the Dean of the Graduate School and the Chairperson of the Committee on Academic Misconduct shall consult to determine the appropriate body to hear the case. In cases of jurisdictional disagreement, the Policy and Standards Committee shall be consulted for an opinion. The final decision will be made by the Dean of the Graduate School.

3. Violation of governmental regulations dealing with the conduct of research may be, but is not necessarily, classified as scholarly misconduct; allegations involving such regulations
will be referred to the Vice President for Research. The Office of Research will consult with the Dean of the Graduate School regarding the disposition of these allegations.

D. Records

1. The written records of the Deans Review, the Committee of Inquiry, and the Committee of Investigation shall be kept safely and securely in the Graduate School for at least three years.

E. Deadlines

1. Each stage of the process is associated with a deadline for the protection of the student. In the event that a deadline cannot be met, an interim progress report and request for extension will be submitted in writing to the Dean of the Graduate School.

II. Process of Review, Inquiry and Investigation Concerning Scholarly Misconduct

A. Stage One: Dean’s Review

1. Upon receipt of information indicating the possibility of scholarly misconduct by a graduate student, the Dean of the Graduate School shall immediately initiate a review. The dean or one or more persons designated by the dean may conduct the review.

2. The reviewer will inform the graduate student in writing that an allegation of scholarly misconduct has been made against that student.

3. At the point of their first involvement in the process, all parties shall receive copies of these guidelines.

4. Once the review has begun, the case will proceed until a decision is reached regarding the allegation of misconduct, even if the graduate student has left the university.

5. The review will determine if the allegation is 1) substantial, 2) made in good faith, 3) fits the definition of scholarly misconduct, and 4) involves only graduate students.

   a. The reviewer may interview the graduate student, the advisor, and the individual(s) raising the allegations, among others.

   b. The Dean of the Graduate School may take interim administrative action to protect the health and safety of others, to preserve research data, or to protect the interests of The Ohio State University.

6. Normally within 10 days, the reviewer, when not the Dean of the Graduate School, will make a written report to the dean. The dean shall communicate in writing the findings of the review to the graduate student and to any individual bringing an allegation.

The review may 1) find that there was insufficient evidence of scholarly misconduct and recommend the closing of the case; 2) find that the alleged misconduct is more
appropriately handled by the Committee on Academic Misconduct is more appropriately handled by the Committee on Academic Misconduct or the Office of Research; or 3) find that further inquiry is warranted and refer the matter to the Committee of Inquiry.

B. Stage Two: The Committee of Inquiry

1. The Policy and Standards Committee of the Council of Research and Graduate Study shall serve as the Committee of Inquiry. Policy and Standards may refer the matter to a subcommittee, which shall have at least three members, one of whom is a graduate student. If a conflict of interest may exist, an alternate shall be chosen from among the members and alternative members of the Council of Research and Graduate Studies.

   a. The committee of Inquiry shall receive and review the report completed in the stage-one review. The Committee of Inquiry may hold interviews and gather additional evidence.

   b. The Committee of Inquiry shall submit a written report to the Dean of the Graduate School within 30 days of receipt of the review. The report of the Committee of Inquiry shall recommend to the Dean of the Graduate School 1) that there was insufficient evidence of scholarly misconduct and advise the dean to close the case, or 2) that the alleged misconduct is more appropriately handled by the Committee on Academic Misconduct or the Office of Research, or 3) that scholarly misconduct may have occurred.

      (1) If the Committee of Inquiry finds that scholarly misconduct by persons other than a graduate student may have occurred, the Dean of the Graduate School shall notify the appropriate university officials, in writing, of the findings of the Committee of Inquiry.

      (2) If the Committee of Inquiry finds that scholarly misconduct by a graduate student may have occurred, the Dean of the Graduate School shall form a Committee of Investigation to investigate the allegations and render a decision.

      (3) If it appears that an extramural funding agency was involved, the Committee of Inquiry shall notify the Vice President for Research that an investigation is to be conducted. All contact with extramural funding agencies shall be handled by the Office of Research.

C. Stage Three: The Committee of Investigation

1. The Committee of Investigation consists of 6 persons appointed by the Dean of the Graduate School. They shall take care to avoid a conflict of interest or its appearance. If the accused or another individual involved in the case perceives a conflict of interest, that individual may raise an objection to the appointment. The Dean of the Graduate School makes the final decision in such a case. Members of the Policy and Standards Committee shall not serve on the Committee of Investigation. The membership of the Committee of
Investigation may be altered to conform to guidelines of an extramural funding agency. If an extramural funding agency is not involved, the committee shall consist of:

a. one member of the Senate Committee on Academic Freedom and Responsibility,

b. one member of the Research and Graduate Council,

c. one member of the Council of Graduate Students, and either

d. three disinterested members of the graduate faculty who are expert in an area relevant to the case, or

e. two disinterested members of the graduate faculty and one disinterested person who is not a member of the The Ohio State University each of whom is expert in the area relevant to the case.

2. The dean shall designate one member to serve as chairperson of the committee.

3. The Committee of Investigation shall review and evaluate the information obtained during the first two stages of this process, and may gather additional evidence.

a. The Committee of Investigation shall

   (1) decide the case after a formal hearing,

   (2) forward a written report of its conclusions and a summary of the investigation process to the Dean of the Graduate School within 60 days after the appointment of the committee, and

   (3) recommend appropriate sanctions if it determines that the graduate student committed scholarly misconduct.

b. The Dean of the Graduate School shall review the report of the Committee of Investigation and impose the appropriate sanction based upon the recommendation of the committee. The dean shall notify the individual bringing the allegation, the graduate student, the advisor, the relevant chairperson of the graduate studies committee, all committee members associated with the case, and others as necessary regarding the disposition of the case.

   (1) “Others” will not include funding agencies, but may include professional licensing boards, editors of journals and the like.

   (2) In the event that an extramural funding agency was involved, the Dean of the Graduate School shall notify the Vice President for Research of the disposition of the case, so that the funding agency may be so advised by the Vice President for Research.
D. Appeals

1. Within 10 days of notification of the outcome of the case, the graduate student may file a written appeal of the decision of the Committee of Investigation to the Dean of the Graduate School.

2. Grounds for appeal are limited to failure to follow appropriate procedures in the review and investigation processes, evidence of an arbitrary or capricious decision, or new information having come to light that was not available before or during the hearing.

3. The decision of the Dean of the Graduate School is final.

E. Allegations Made in Bad Faith

1. If at any time in this process it is determined that the allegation of scholarly misconduct was not made in good faith, appropriate disciplinary action against the person generating the allegation may be recommended to the Dean of the Graduate School.

III. Procedures for Conducting the Stage-Three Investigation

A. Establishment of the hearing

1. The purpose of the formal hearing is to provide the graduate student with the opportunity to respond directly to the allegation of scholarly misconduct.

2. At least two weeks prior to the hearing, the Chairperson of the Committee of Investigation shall send a letter to the committee members, the graduate student, and the person(s) making the allegation; the letter shall detail the nature of the allegation and establish the time, location, and expected duration of the hearing. The various reports and written records made to this point will also be provided to the accused.

3. Additional persons who may attend the hearing include the resource personnel from the Graduate School and counsel, including legal counsel representing the accused, and relevant witnesses. Notice must be given to the Graduate School at least one week in advance of the hearing if the accused is to be accompanied by legal counsel or is to invite witnesses to appear.

B. Conduct of the hearing

1. At the beginning of the hearing, the chairperson shall review the charges and evidence presented, and outline the procedures to be followed.

2. The chairperson shall allocate a specific amount of time for the statement of the case of the accused.

3. The members of the Committee of Investigation shall be present during the entire testimony portion of the hearing.
4. The accused is expected to be present to hear and participate in the entire testimony portion of the hearing.

5. Involvement of counsel in the hearing is controlled by the chairperson, and shall normally be limited to the advising of the party.

6. The testimony presented at the hearing shall be recorded on audio tape. Any party to the case may request a copy of the tape.

7. Committee members may ask questions to obtain the full understanding of the case.

8. At the conclusion of the testimony, all persons attending the hearing are excused, except for the Committee of Investigation and Graduate School personnel.

C. Committee decision and action

1. The decision of the Committee of Investigation is reached in closed session with only the committee members and relevant university and Graduate School personnel present.

2. All members of the committee shall vote on the outcome. The Graduate School personnel may participate in the discussion but do not vote.

3. The Committee shall decide on the basis of a simple majority vote whether:
   a. the graduate student committed scholarly misconduct; or
   b. the allegations of scholarly misconduct were not substantiated; or
   c. The allegations of scholarly misconduct were not substantiated, but errors in scholarship were discovered.

4. If the graduate student committed scholarly misconduct, the committee shall recommend appropriate sanctions. Possible sanctions are:
   a. Warning. The student is given a warning letter detailing the nature of the violation. A copy of the letter is sent to the advisor and to the chairperson of the students graduate studies committee.
   b. Suspension. The student is separated from the university for a period not to exceed three full academic quarters. The student is eligible for re-enrollment after the expiration of the term.
   c. Dismissal. The student is separated from the university for four full quarters or more. Re-enrollment of the student at the university after dismissal requires formal petition for reinstatement.
d. **Rescission.** If the graduate student has already been awarded the degree, it may be withdrawn from the university.

e. **Other sanctions.** The Committee of Investigation may recommend other sanctions, such as research assignments, counseling, or additional course work, as appropriate to the offense and the circumstances of the particular case.

5. If the committee discovers errors in scholarship, appropriate remediation may be recommended.

6. The Chairperson of the Committee of Investigation shall file a written report to the Dean of the Graduate School detailing the committee’s findings and recommendations.