

PREFACE

This College of Nursing PhD 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 of the College of Nursing, Associate Vice President for Health Promotion, and Chief Wellness Officer

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Executive Assistant Kathy York 247-5026

Executive Assistant Jackie Hollins 292-6626

Vice Dean Usha Menon, PhD, RN, FAAN 292-8900

Associate Dean for Academic Affairs and Education Innovation

Cindy Anderson, PhD, RN, WHNP-BC, FAAN 292-4179

Associate Dean for Research

Kim Arcoleo, PhD, MPH 688-3734

Associate Dean for Advanced Practice and Community Partnerships

Margaret C. Graham, PhD, RN, FAANP, FAAN 688-4984

Assistant Dean for Pre-Licensure Programs

Linda Daley, PhD, RN 292-4928

Office of Graduate Outreach and Student Affairs

Assistant Dean for

Student Affairs Sandy Cody, MLS 292-4945

Graduate Program

Manager Tamara Dunaeff 247-8604

Student Data Manager Daniel Barnes, MA 292-8962

Graduate Outreach

Manager Jacqueline Min 688-8145

Diversity Coordinator Jennifer Robb, MPA, MA 292-6668

Coordinators of Career Services

Lisa Mowrey, MA 292-4041

Graduate Administrative

Associate- Outreach Elizabeth Kress 688-8633

Graduate Administrative

Associate- Diversity Shane Gahn 292-7613

<u>Graduate Studies Committee</u>		
Chair	Celia Wills, PhD, RN	292-4524
<i>Student Representatives</i>		
Graduate Entry option		<i>Email</i>
Traditional MS option		
DNP Program		
PhD Program		
<u>Academic Program Coordinator</u>		
	Amber Weaver	247-7211
<u>Interim DNP Program Director</u>		
	Barbara Warren, PhD, PMH APRN-CNS-BC	292-4847
DNP Subcommittee Student Representative		
<u>PhD Program Director</u>	Pamela Salsberry, PhD, RN, FAAN	292-4907
PhD Subcommittee Student Representative		
<u>Director of MS Program and Director of the Office of World Health Outreach</u>		
	Elizabeth Barker, PhD, CNP, FAANP, FAAN	292-5684
<u>Director of Center for Transdisciplinary Evidence-based Practice</u>		
	Lynn Gallagher-Ford, PhD, RN	688-0983
<u>Professional Misconduct Committee</u>		
Chair	Barbara Warren, PhD, RN, CNS-BC, PMH, FAAN	292-4847
<u>Technology Learning Complex</u>		
Director	Lisa Rorhig, RN, BSN	247-6466
<u>Preceptor Specialist</u>		
	Stephanie Hall, MA	247-2368
<u>Information Technology</u>		
Director of Information Technology	Awais Ali	688-5370
Systems Specialists	Scott Blake	292-8199
	Joni Tornwall, MEd	292-6804
Network Administrator	Erik Yarberry	292-0626
Database Solutions	Amy Alger	247-7634
Instructional Designer	Sarah Bear-Eberhardt, MA, MEd	292-1402
Web Services Manager	Jonathon Gutzwiller	292-8250

Alumni Society

President

Linda Johnson, BSN, MS

Donor & Alumni Relations
Coordinator

Megan Denison

292-2658

Graduate Specialty Track Directors

Adult Gerontology Acute Care NP	Carolyn McClerking, MS, RN	292-4934
Adult Gerontology Primary Care NP	Gerene Bauldoff, PhD, RN, FAAN	292-4746
Psychiatric Mental Health NP	Barbara Warren, PhD, PMH APRN-CNS-BC	292-4847
Clinical Nurse Leader	Janice Wilcox, MSN, RN, CNL	
Family Nurse Practitioner	Elizabeth Barker, PhD, CNP, FAANP, FACHE	292-5684
Nurse-Midwifery and Women's Health NP	Sharon Ryan, DNP	292-4994
Nursing Science	Donna McCarthy, PhD, RN, FAAN	292-2356
Nursing & Health Systems Management	Laureen Smith, PhD	292-4902
Neonatal Nurse Practitioner	Deborah Steward, PhD, RN	292-4978
Pediatric Primary Care NP	Mary Margaret Gottesman, PhD, RN, FAAN	292-4989
Pediatric Acute Care NP	Regina Prusinski, DNP	292-4855

USEFUL LINKS

BuckeyeLink

<http://buckeyelink.osu.edu/>

Access to registration, grades, course information, statement of account, etc.

Carmen online course management system

www.carmen.osu.edu

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/sa/default.aspx>

Information and links concerning:

- CARMEN
- Commencement
- Deadlines
- Financial Aid
- Forms
- Graduate School
- Graduation
- Handbook
- Headset information
- Licensure/NCLEX
- Name changes
- Ohio Board of Nursing
- Petitions
- Registration
- Student handbooks
- Technology recommendations
- University Directory

College of Nursing IT Home Page (Sharepoint)

<http://studentweb.con.ohio-state.edu/it/default.aspx>

Information on CON information technology, resources, and support.

College of Nursing public website

www.nursing.osu.edu

College of Nursing Faculty & Staff Directory

<http://nursing.osu.edu/faculty-and-staff-directory.html>

Graduate School Home Page

<http://www.gradsch.ohio-state.edu/>

Graduate School Handbook

<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>

Graduate School Policies, Publications, Forms and Guidelines

<http://www.gradsch.ohio-state.edu/forms-guidelines-and-policy1.html>

Graduate Minors and Interdisciplinary Specializations

<http://www.gradsch.ohio-state.edu/graduate-interdisciplinary-specializations.html>

Office of Chief Information Officer

<http://ocio.osu.edu/>

Includes the University IT Help Desk, webmail, software downloads and system status.

Office of Distance Education & eLearning

<http://www.ced.osu.edu/>

Digital Union

<http://digitalunion.osu.edu/>

Provides support for teaching and learning with technology

Registrar

www.registrar.osu.edu

Student Financial Aid

<http://www.sfa.osu.edu/>

VISION, MISSION, GOALS, AND VALUES STATEMENTS

Strategic Vision of the College of Nursing

The Ohio State University College of Nursing is the world's preeminent college known for accomplishing what is considered impossible through its transformational leadership and innovation in nursing and health, evidence-based practice and unsurpassed wellness.

Strategic Mission of the College of Nursing

We exist to revolutionize healthcare and promote the highest levels of wellness in diverse individuals and communities throughout the nation and globe through innovative and transformational education, research and evidence-based clinical practice.

Core College Goals and Values

Core Goals

- Produce the highest caliber of nurses, leaders and health professionals equipped to effectively promote health, impact policy and transform healthcare across culturally diverse individuals, groups and communities.
- Transform healthcare to positively impact and sustain wellness through transdisciplinary and innovative education, research and evidence-based clinical practice.
- Ensure that all students, faculty and staff engage in healthy lifestyle behaviors and promote the highest levels of wellness in diverse individuals, groups and communities.
- Foster collaborative, entrepreneurial initiatives with local, national and international partners to improve healthcare and health outcomes.
- Support faculty, staff and students to achieve their highest career aspirations by sustaining a positive and extraordinary culture of wellness and excellence to the point where everyone wants to come here to teach, conduct research, practice and to learn.

Core Values

Excellence: in the standards we set, the results we produce, the relationships we are in, and the dedicated service we provide.

Collaboration and Authenticity: our aspirations demand we remove internal boundaries-we must share information, promote teamwork, and think creatively to make this happen. We must also be authentic and transparent in our relationships and activities.

Curiosity and Intellectual Rigor: we engage in lifelong learning, ignite a spirit of inquiry in our colleagues and students, and stimulate critical thinking to solve health and healthcare's greatest challenges.

Integrity and Personal Accountability: we accept responsibility for our actions, we keep our word, we focus on solutions rather than fault and blame, and we take initiative to make things happen.

Openness, Trust and Respect: our communication is direct, honest and respectful; we are open to constructive feedback and coaching, and we give feedback with candor and respect.

Integrity and Personal Accountability: we adhere to a code of moral values and take responsibility for our actions.

Diversity in People and Ideas: we respect and welcome diverse individuals and ideas, and interact with them in a way to facilitate their growth and development.

Empathy and Compassion: our actions seek to understand and be sensitive to the feelings, thoughts and experiences of others; we routinely engage in acts of caring.

Personal and Professional Wellness: we engage in and model healthy lifestyle behaviors and interactions with our colleagues and students in order to achieve the highest level of wellness in our personal and professional lives.

Transformational and Innovation Leadership: we lead and inspire others to: innovatively solve the most pervasive problems in education, health and healthcare, and to be entrepreneurial; we walk our talk.

College of Nursing (2013). College of Nursing Strategic Plan 2011-2016. Columbus, OH: The Ohio State University.

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

Chair: Chair of the Graduate Studies Committee elected by the voting members of the faculty for a term of three years. A member can serve no more than two consecutive terms as chair.

The Chair is in addition to the elected members.

Elected Members: (6) - Six regular faculty, at least one of whom is tenured and one of whom is certified as an advanced practice nurse.

Students: (4)- One graduate entry, one traditional MS, one PhD student, and one DNP student

Ex-officio: (8) - Associate dean for academic affairs, assistant deans, PhD director, DNP director, director of master's program, the graduate program manager.

Functions

1. Carries out specific functions required by the Graduate School and the dean of the College of Nursing.
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 program.
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 for 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 and one alternate 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. Student representatives are elected by their peers. Students nominated to act as the representative for each cohort must agree to the nomination prior to the start of voting.

PhD Subcommittee

The PhD Program Committee is a permanent subcommittee of the Graduate Studies Committee (GSC). It reports to the Graduate Studies Committee.

Membership

Chair: The chair of the PhD program committee will be the PhD Program Director.

Elected Members: (3) - Three tenure-track faculty – at least one of whom is an assistant professor.

Ex-Officio: (1) - Graduate Studies Committee chairperson.

Students: (1) - One PhD student.

Functions

1. Advises the GSC about PhD curriculum implementation. Collects and presents programmatic quality indicators, as directed by GSC.
2. Reviews and recommends PhD program applications for admission to GSC.
3. Implements the Preliminary Examination Process, as directed by GSC.

YOUR ADVISOR

It is the role of your advisor to help you develop and complete a training plan of study to meet your individual needs and the requirements of the curriculum. Specifically, advisors assist with course selection, chair and coordinate the candidacy examination and dissertation committees, assist with selection of other committee members, and assist with the dissertation.

Upon admission, each student is assigned an advisor by the Graduate Studies Committee for academic advising purposes. At any time during the program the student is free to change to another advisor whose research interests are more congruent. If the student wishes to change advisors, the director of the doctoral program must be notified in writing.

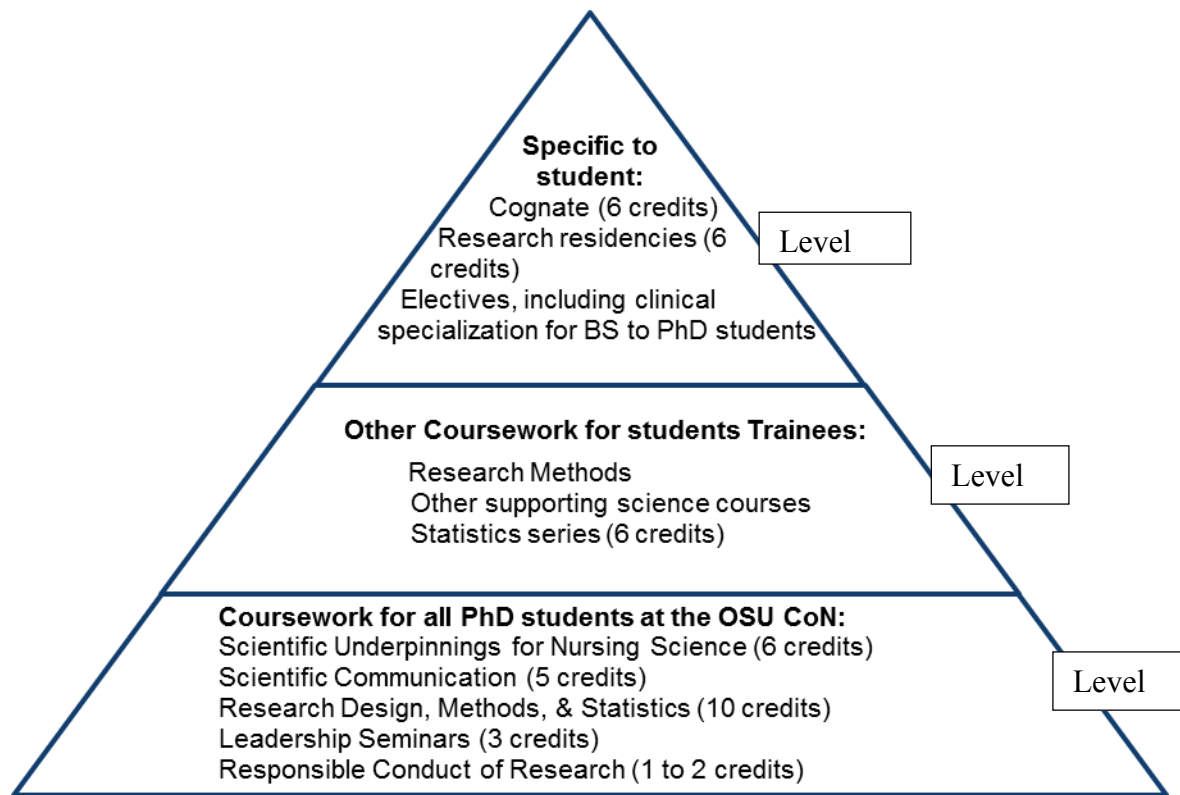
**Please also review [APPENDIX F](#) of the Graduate School Handbook:
Graduate Advising Best Practices**

PHD PROGRAM DESCRIPTION

The purpose of the OSU College of Nursing PhD program is to produce scholars who will contribute to the scientific basis for nursing practice. This scientific base is interdisciplinary in nature and drawn from the biological, biomedical, social and behavioral sciences. Requirement for interdisciplinary study has been included in the PhD curriculum since its inception. PhD students are expected to develop breadth of understanding of the scientific basis for the discipline across biological and psychosocial science areas, and to develop depth in one area.

The focus of our PhD program is an examination of the broad determinants of health and disease in individuals, families, and communities, with the intent to develop and test interventions to improve health. Consistent with the biopsychosocial focus of our discipline, and growing national emphasis on interdisciplinary research and translational health science, special attention is given to the interactions among mind, body, and environments through interdisciplinary research studies. PhD students in the College of Nursing are *required* to complete a cognate minor outside the College of Nursing. Cognate study allows the student to develop sound theoretical, substantive and methodological knowledge in the biological, behavioral, and/or social science area related to his or her research focus. A committee member from the related discipline is part of the candidacy exam, and these faculty members often continue as members of the dissertation committee. The required cognate study places the students in close contact with faculty and graduate students in other departments, increasing opportunities for collaborative, interdisciplinary research training.

Post master's students are required to complete a minimum of 50 hours and post baccalaureate students a minimum of 80 hours for graduation. Students at OSU are required to complete a minimum of 8 credit hours per semester to be considered a full time student. The coursework is designed to provide program trainees with foundational scientific knowledge to conduct rigorous research. In figure 1 a pyramid is used to show how training program builds and becomes increasingly more individualized. At the bottom (level 1) are courses required for all PhD students at the CoN; these form the basis for becoming a nursing scientist. At level 2 core courses specific to the student's area of interest/research are identified. At level 3, program requirements that are tailored to the specific research training needs of a student are identified.



The faculty strive to establish a learning environment that provides the opportunity for interchange between students and faculty that fosters individual growth, collegial relationships, and the pursuit of knowledge. Both faculty and students have a commitment to the development of nursing science through empirical work. To this end, the College of Nursing offers a PhD program requiring approximately four years of full-time study. This program is flexible in scheduling so that part-time study is possible, except for the two semesters of full-time study necessary to meet the residency requirement of the Graduate School. However, full-time study is strongly encouraged.

Characteristics of the Graduate

Graduates of the PhD program are prepared to:

- 1) Synthesize knowledge from nursing and other disciplines to develop and test theory that affects health.
- 2) Conduct research that builds nursing science.
- 3) Communicate the results of theory development and research.
- 4) Provide leadership in the area of health promotion, disease prevention and the advancement of clinical science through the development and application of new knowledge.

PHD CURRICULUM

The PhD program has three components--a nursing science major, a cognate minor, and electives. In addition, students are required to complete a preliminary examination, a candidacy examination, and a dissertation. The nursing science component is required of all students, and comprises the foundation for the development and testing of theory about the health of human systems. Nursing courses pertain to the philosophies of nursing science, theory development and verification, qualitative and quantitative analysis in nursing science, and synthesis of theories from nursing, social, behavioral, and biological sciences.

The nursing science major includes courses in research methods and statistics. The cognate minor (six credit hours) is taken in a discipline that is congruent with the student's research area. In addition, nine credit hours of electives in nursing or another discipline are required. Finally, doctoral students are expected to attend the college's colloquium series held biweekly throughout autumn and spring semesters.

Nursing Science Major

Nursing 7400 Leadership for Nurse Scientists (1 credit hour)

Examine current professional issues facing the nurse scientist in academia, practice, and research.

Prereq: Doct standing or permission of instructor.

Nursing 8440 Scientific Underpinnings of Nursing Science I (3 credit hours)

Examines the scientific underpinnings used to investigate, understand and improve health status within the context of Nursing Science. Prereq: Doctoral student in Nursing or permission of instructor. Not open to students with credit for 901 or 915 or 916.

Nursing 8441 Scientific Underpinnings of Nursing Science II (3 credit hours)

Integrates scientific approaches used to investigate, understand and improve health status within the context of Nursing Science. Prereq: 8440, or permission of instructor. Not open to students with credit for 901, 915, or 916.

Nursing 8460 Scientific Communication (1 credit hour)

Preparation, submission, and critique of scientific writing; ethical issues impacting manuscript preparation and editorial review. Prereq: Doctoral student in Nursing or permission of instructor.

Nursing 8461 Scientific Communication II (1 credit hour)

Preparation and review of research funding applications; matching research ideas with funding sources.

Prereq: Doctoral student in Nursing; or permission of instructor.

Nursing 8462 Scientific Communication III (3 credit hours)

Preparation, presentation, and mock review of an individual research training fellowship application.

Prereq: Doctoral student in Nursing or permission of instructor. Not open to students with credit for 904.

Nursing 8780 Research Methods I (3 credit hours)

Survey of quantitative, qualitative and mixed methods approaches relevant to Nursing and health. Emphasis is placed on common research designs in Nursing and health research. Prereq: Doctoral student in Nursing or permission of instructor. Not open to students with credit for 902.01 or 912.

Nursing 8781 Research Methods II (3 credit hours)

Survey of quantitative, qualitative and mixed methods approaches relevant to nursing and health. Emphasis is placed on common measurement and sampling in nursing and health research. Prereq: 8780 or permission of instructor.

Nursing 8782 Research Methods III (4 credit hours)

Integration and application of theoretical and measurement approaches applied at micro-, meso- and macro-levels in nursing and health research. Emphasis is on selected measures of individual and population health. Prereq: 8781 or permission of instructor.

Nursing 8890 Professional Issues in Nursing (0.5-2 credit hours)

Examine professional issues facing the nurse scientist in academia, practice, and research. Prereq: Doct standing. Repeatable to a maximum of 8 cr hrs or 10 completions. This course is graded S/U.

Nursing 8980 Research Residency (1-10 credit hours)

Doctoral research training through participation in on-going research of one or more graduate faculty members and contribution to these research projects. Prereq: Completion of the preliminary examination. Repeatable to a maximum of 20 cr hrs or 2 completions. This course is progress graded (S/U).

Nursing 8999 Dissertation (1-10 credit hours)

Dissertation research involves the generation of new knowledge that will contribute to nursing science. Prereq: Completion of candidacy examination. Repeatable to a maximum of 40 cr hrs or 4 completions. This course is graded S/U.

BS to PhD students: If a student enters the PhD program post-baccalaureate a plan is developed to have the student acquire clinical specializations at the master's level. The CoN offers multiple options for specialty content. The goal of this work is not to become certified as an advanced practice clinician, but rather to use these courses to develop depth of knowledge within a clinical area related to research goals.

Other Courses in Nursing Science Major

Advanced statistics courses (6 credit hours)

Students are also required to complete a 2 course sequence in graduate level statistics offered outside of the College taken either in:

Public Health: Biostatistics (PUBHBIO 6210 & 6211)

Psychology (PSYCH 6810 & 6811)

Cognate/minor (total 6 hours): The purpose of the cognate is for the student to develop further depth in a scientific area. For example, students have completed cognates in sociology, psychology, women's studies, genetics, and public health.

Electives

Doctoral students select 3 elective courses to enhance coursework in statistics, cognate areas, or population of interest.

Nursing 7193 Individual Studies in Nursing (1-5 credit hours)

Students will gain skills and knowledge within a focused area of study within the area of expertise of a nursing faculty mentor. The course will expose students to novel scholarly activities and provide individualized learning opportunities. Prereq: Grad standing in Nursing. Repeatable to a maximum of 20 cr hrs or 5 completions. This course is graded S/U.

Nursing 8193 Individual Studies (1-5 credit hours)

Students will gain skills and knowledge within a focused area of study within the area of expertise of a nursing faculty mentor. The course will expose students to novel scholarly activities and provide individualized learning opportunities. Prereq: Enrollment in Nursing program and permission of instructor. Repeatable to a maximum of 20 cr hrs or 4 completions. This course is graded S/U.

Nursing 8194 Group Studies in Nursing (0-5 credit hours)

Group studies of special problems in nursing. Prereq: Grad standing or permission of instructor. Repeatable to a maximum of 20 cr hrs or 4 completions.

Nursing 8900 Professional Seminar (2 credit hours)

Examination of current health care problems, national research priorities, issues within nursing science, and career patterns of doctorally prepared nurses. Students will be introduced to various faculty and their programs of research. Prereq: Doct standing or permission of instructor.

Sample Plan of Study: Post Masters to PhD

	Fall Semester	Spring Semester	Summer Semester
Year 1	Scientific Underpinnings I: 3 credits Research Methods I: 3 credits Statistics: 3 credits Scientific Communication I: 1 credit Total: 10 Credits	Scientific Underpinnings II: 3 credits Research Methods II: 3 credits Statistics: 3 credits Scientific Communication II: 1 credit Elective: 3 credits Total: 13 Credits	Preliminary examination
Year 2	Research Methods III: 4 credits Cognate # 1: 3 credits Scientific Communication III: 2 credits Research Residency: 3 credits NRSA submission Total: 12 Credits	Cognate Course #2: 3 credits Leadership for Nurse Scientists: 1 credit Elective: 3 credits Research residency: 3 credits Total: 10 Credits	Candidacy Examination
Year 3	Elective: 3 credits Post-Candidacy Seminar I: 0.5 credits Total: 3.5 credits	Post-Candidacy Seminar II: 0.5 credits Dissertation: 2 credits Total: 2.5 credits	
Year 4	Post-Candidacy Seminar III: 0.5 credits Dissertation: 2 credits Total: 2.5 credits	Post-Candidacy Seminar IV (0.5 credits) Dissertation: 2 credits Total: 2.5 credits	

Total hours: 58 credits

Years Three and Four

Progression Criteria:

Dissertation must be completed within five years post-Candidacy Exam.

1. Present Dissertation Proposal.
You and your advisor will determine when you are ready to present to faculty.
2. Receive committee approval of Dissertation Proposal.
Three members _____
3. Work on Dissertation.
Must be continuously enrolled while working on dissertation. 6 credit hours of 999 required over a minimum of two semesters of study.
4. Graduate!

PHD PROGRAM REQUIREMENTS

Integrated Scholar Portfolio

The portfolio is designed to document achievement in the selected areas identified and each is deemed critical to the development a nursing scholar. It should include the following items (at minimum).

1. Demonstrated research experience
 - a. Research residency completed as detailed in the PhD Handbook (Portfolio should include objectives and evaluation)
 - b. Submission of a grant application
 - c. Submission of at least one manuscript; one should be first authored
 - d. Presentation (paper or poster) of a research study at a conference (local, regional, or national) (include abstract in portfolio)
2. Demonstrated teaching experience—describe the activity and discuss the following points.
 - a. Development as a teacher
 - b. Classroom planning and management
 - c. Student-teacher relationship
 - d. Structuring and evaluating learning
 - e. Evaluation of teaching
3. Demonstrated service to College and/or Profession
 - a. Membership in professional organizations
 - b. Representative to College and/or University committees
4. Curriculum vita

Research Residency

Each doctoral student is required to complete a minimum of two semesters of a research residence experience. The purpose of the experience is to enhance the research training of doctoral students through participation in on-going research of one or more graduate faculty members and contribution to these research projects.

The research residence requirement can be met by the student while participating in the on-going research of any graduate faculty member. A student may choose to do the entire research residence with one faculty research project or be involved with more than one project. Each semester of the research residence the student must spend a minimum of six hours a week involved with the research experience. A student must enroll for a minimum of three credits of N8193 per semester to earn credit for the residence requirement.

The actual research residence is developed by the student and the major academic advisor. This experience may or may not be related to the student's research area of interest. The experience should build upon the prior research expertise of the student and facilitate the accomplishment of the residence goals as defined by the student and advisor.

The student is responsible for submitting a written plan (including measurable objectives) for meeting the requirement, which has been approved by the advisor, to the director of the doctoral program no later than the end of spring semester prior to taking the preliminary examination. The student and the advisor are responsible for submitting an evaluation of the experience at the end of the research residence to the

director of the doctoral program. If there are any changes in the plan, the student must notify the director of the doctoral program.

EXAMPLE:
RESEARCH RESIDENCY GOALS AND OBJECTIVES
(Please complete one form for each of the semesters)

My Research Residency will be completed under the direction of (insert faculty member's name) during the _____ semester of year _____. The goals and objectives for my research residency are as follows:

[NOTE: The following serve as examples only and may not be appropriate for all students. Goals and objectives should be directed toward the student's area of research interest, expertise, and level of professional development.]

To review the literature in the area of _____ .

To participate in grant proposal development, including the formation of specific aims,
_____.

To assist with recruitment of _____ subjects in _____ settings.

To evaluate the instrument _____ on a sample of _____.

To participate in data entry and analysis, including the use of _____ software programs.

To prepare a manuscript for submission in a peer reviewed, professional nursing journal.

To submit a research grant proposal for funding from _____.

Graduate School Residency Requirement

The following requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. a minimum of 24 graduate credit hours must be completed at this university
2. a minimum of two consecutive pre-candidacy semesters or one semester and a summer session with a full time enrollment must be completed while in residence at this university
3. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy

Collaborative Institutional Training Initiative (CITI)

All doctoral students must take the Basic Human Research CITI training course online regardless of whether or not they will apply to the IRB with a proposal. Students can take either the Biomedical or the Social/Behavioral course depending on their research focus. A subsequent refresher course will be required every 3 years as well. Once the course is completed, print out the completion certificate which should be turned in to the Academic Graduate Program Coordinator on the third floor in the College of Nursing. Information on the CITI training can be found at www.citiprogram.org. Information on the policy and additional details may be found at the Office of Responsible Research Practices website <http://orrrp.osu.edu/irb/training/citi.cfm>.

Training and Security

HIPPA Training

The College of Nursing requires all College personnel to take a short online test on HIPAA. Such training must be completed annually on Sharepoint.

Training Plan

Following the completion of 20 credit hours of study, a student must submit to the director of the doctoral program a training plan that outlines all courses (past and future) that will be completed (see the training plan guide on page 13). The plan of study must be approved by the student's Committee before taking the Candidacy Examination.

EXAMPLE: TRAINING PLAN (PLAN OF ACADEMIC STUDY)

[**NOTE: The following serves as an example only.** Students should list ALL courses that will be taken to fulfill PhD program requirements. Courses taken at OSU for a previous degree need not be listed.]

PhD: NURSING SCIENCE MAJOR

Course	Title	Completed	Grade	Credit
NURSING 8900	Pro Seminar in Nursing	Autumn 2013	A	2
NURSING 8400	Scientific Underpinnings of Nursing Science I	Autumn 2013	A-	3
NURSING 8441	Scientific Underpinnings of Nursing Science II	Spring 2015	*	3
PSYCH 6810	Statistical Methods I	Autumn 2014	B	4
PSYCH 6811	Statistical Methods II	Spring 2014	A	4
* = to be completed				Total = 18

COGNATE & ELECTIVES (list cognate area)

Course	Title	Completed	Grade	Credit
PSYCH 8878	Current Research: Social Cognition	Autumn 2014	A	3
PSYCH 7845	Cognitive Development	Spring 2014	A-	3
				Total = 6

RESEARCH RESIDENCY (two semesters)

Course	Title	Completed	Grade	Credit
NURSING 8193	Independent study, Dr. _____	Spring 2014	S	2
NURSING 8193	Independent study, Dr. _____	Summer 2014	S	2
				Total = 4
				Plan Total = 28

CANDIDACY EXAMINATION COMMITTEE MEMBERS:

Professor X Nursing
Professor Y Nursing
Professor Z Nursing
Professor A Cognate

Preliminary Examination

The purposes of the preliminary examination are to:

- A. Provide a stimulus for independent thinking and reflection about nursing science after a year of course work;
- B. Synthesize and independently integrate across domains of knowledge, including the use of critical thinking and logical description of phenomena from multiple perspectives;
- C. Foster the development of independent scholarly written communication, including logical idea progression, clarity, summary, synthesis, and conclusions.

PROCESS

A written closed-book preliminary examination will be required of doctoral students upon completion of the first-year level course work. See checklist below.

Checklist for Preliminary Examination

Before the preliminary examination can be taken, the following requirements must be completed/submitted:

- Complete year one of nursing science course work, including:
 - Scientific Underpinnings I & II (N8440, 8441)
 - Research Methods I & II (N8780, 8781)
 - Scientific Communication I & II (N8460, 8461)
 - Responsible Conduct of Research (N7781)
 - Elective (1 semester)
- Advanced Statistics (2 semesters)
- Training Plan (submitted)
- Goals and Objectives for Research Residency (submitted)

PhD Student Candidacy Examination Information and Guidelines

This document contains information and guidelines for the candidacy examination as administered in The Ohio State University College of Nursing. The sections of this document are: (1) description of College of Nursing candidacy examination; (2) student instructions; (3) written and oral examination information and instructions; and, (4) candidacy examination honor code. This document is guided by the policies and procedures for candidacy examinations as described in the Ohio State Graduate School Handbook. The OSU Graduate School Handbook should be reviewed in conjunction with this document.

Description of Candidacy Examination (1)

The candidacy examination is a single examination consisting of two portions, written and oral, administered under the auspices of the graduate studies committee in conjunction with the student's candidacy examination committee and the Graduate School. The candidacy examination is a test of the student's comprehension of the field, allied areas of study, his or her capacity to undertake independent research, and his or her ability to think and express ideas clearly.

The written portion of the candidacy examination addresses the following areas:

- Scientific underpinnings of Nursing Science
- Research Design and Methods
- Cognate Minor

The Candidacy Exam includes questions addressing each of the above areas. . The written exam is completed in either an on-campus or take-home format, decided upon by the Candidacy Examination Committee in consultation with the student.

Student Instructions (2)

Candidacy Examination Information and Procedures

1. The Candidacy Examination is taken after all required doctoral coursework is completed.
2. The student must be registered for at least 3 credit hours during the semester in which the Candidacy Examination is taken.
3. Students who plan to take the Candidacy Examination during summer semester are responsible for confirming that all committee members are available.
4. The Candidacy Examination Chairperson arranges the dates/time for the Candidacy Examination (written and oral portions) in collaboration with the student.

Candidacy Examination Committee

1. The Committee is comprised of at least four authorized graduate faculty members, and usually includes the student's major advisor as the Chairperson.
2. Faculty who are eligible to serve on the committee must have Category P status or prior approval from the OSU Graduate School to serve on PhD student committees.
3. The Chairperson of the committee must have Category P status in the College of Nursing.
4. At least one committee member from the cognate minor and who has a primary OSU faculty appointment outside the College of Nursing.
5. Responsibility for evaluating the Candidacy Examination (written and oral portions) rests with the student's Candidacy Examination Committee.
6. The student, in collaboration with the adviser (who typically acts as chair of the Advisory Committee), sets the date and time for all portions of the examination.

General Instructions (applicable to on-campus and take-home written exam formats)

1. Double-space the text and use a 12-point font (Arial or Times New Roman) and 1-inch margins.
2. Use a minimum 10-point font for tables, and a minimum 8-point font for figures.
3. Answer should be sufficient to address the content and should not exceed 30 pages per area, including tables and figures, excluding references.
4. Organize responses in order by exam areas. Include the verbatim exam question, followed by your response for that question.
5. Format citations and references in APA format unless directed otherwise. Use a separate reference list for each question, and place the reference list for each question just following the response for that question.
6. Paginate the entire document consecutively and include a Title Page and Table of Contents.
7. The candidacy examination is to be completed independently without consultation or assistance from other persons, regardless of method of communication. The student must sign and submit a copy of the Candidacy Examination Code of Honor document prior to starting the examination. Do not discuss or show your exam questions or answers to anyone else during the examination period. Non-compliance with any of these conditions is a violation of the OSU Graduate School and College of Nursing Student Codes of Conduct.
8. The time period and due date for completing and submitting the exam is arranged with your Candidacy Examination Chairperson.

On-campus Format:

The examination is administered over 4 days at the College of Nursing. The student receives question(s) each day and completes and submits responses to those questions the same day they are received.

Procedures for On-Campus Written Exam Option

1. The Candidacy Examination Chairperson arranges for a room to be scheduled for the student to take the Candidacy Examination, and provides the questions and instructions for answering questions to the Student Affairs Student Data Manager at least one week in advance of the scheduled examination.
2. On the first day of the examination, the student retrieves a print copy of the exam questions, honor code agreement and directions from Student Affairs. The honor code agreement form is to be completed, signed, and submitted to Student Affairs prior to starting the examination questions.
3. The on-campus written examination is a 4-day 'CLOSED BOOK' examination, in which all examination materials and computer are provided to the student (see Description of Candidacy Exam). At the completion of each day's examination, the student is responsible for uploading completed examination materials to the designated electronic storage site.
4. Upon completion of the examination, a print copy of the entire examination is provided to the student, who then prints duplicate copies of the examination and distributes copies of the examination to the Candidacy Examination Committee members.

Take-home Format:

The examination is completed within a pre-determined 4-week time period, and all questions are provided to the student at the start of the exam time period.

Procedures for Take-Home Written Exam Option

1. On the first day of the exam time period, the student retrieves a print copy of the exam questions, honor code agreement and directions from Student Affairs. The honor code agreement form is to be completed, signed, and submitted to Student Affairs prior to starting the examination questions.
2. The 4-week take-home written examination is an 'OPEN BOOK' examination, in which appropriate scientific and professional resources may be used while developing responses to examination questions.
3. At the conclusion of the examination time period, the student is responsible for uploading completed examination materials to the designated electronic storage site.
4. The student prints duplicate copies of the examination and distributes copies of the examination to the Candidacy Examination Committee members.

Oral Portion of Candidacy Examination:

The oral portion of the Candidacy Examination is scheduled after the student has submitted completed written exam materials, and usually occurs by within 4 weeks of the completion of the written exam. The 2-hour session is facilitated by the student's committee chairperson, and consists of examining the student's knowledge of the examination areas. The Candidacy Examination Committee is comprised of authorized graduate faculty members, including a representative from the cognate (see Graduate Student Handbook).

Information and Instructions for the Oral Portion of the Candidacy Examination (3)

1. The oral portion of the Candidacy Examination, which lasts approximately two hours, is held after completion of the written portion. This typically occurs within 4 weeks of the completion of the written portion.
2. The Graduate School must be notified at least 2 weeks in advance of the date/time and location of the oral examination (see instructions for **Doctoral Notification of Candidacy Examination Form**).
3. After the Candidacy Examination Committee has been approved by the Dean of the Graduate School, the "Candidacy Examination Report" form is sent to the Chairperson of the Candidacy Examination Committee.
4. A typed copy of the examination questions, a copy of these procedures, and the student's responses to the written portion of the Candidacy Examination must be presented to each member of the Candidacy Examination committee by the student, by no later than 2 weeks in advance of the scheduled oral examination.

Result of the Candidacy Examination

1. The student is considered to have completed the Candidacy Examination successfully only when the decision of the Candidacy Examination Committee is unanimously affirmative.
2. Each examiner indicates judgment by signing the "Candidacy Examination Report" form that must be submitted to the Graduate School.
3. If the examination is judged unsatisfactory, the Candidacy Examination Committee must decide whether the student will be permitted to take a second Candidacy Examination and must record that decision on the Candidacy Examination Report form.
4. The "Candidacy Examination Report" form is returned to Student Affairs to submit to the Graduate School.

**Candidacy Examination
Code of Honor Agreement Form (4)**

By signing this statement:

- (1) I understand that the candidacy examination is to be completed independently without consultation or assistance from other persons regardless of route of communication, e.g., face-to-face, phone call, email or other personal communication methods. I understand that failure to comply with this requirement is academic misconduct and subject to the consequences outlined in the OSU Graduate School and College of Nursing Student Conduct codes.

- (2) I will not discuss the contents of this examination with anyone until I have been notified of the outcome of this process. I understand that failure to comply with this requirement is academic misconduct and subject to the consequences outlined in the OSU Graduate School and College of Nursing Student Conduct codes.

Signature _____

Today's Date _____

Printed Name _____

Checklist for Candidacy Examination

Eligibility for the candidacy examination includes successful completion of:

- Nursing science major course work (24-25 semester credit hours)
- Cognate minor course work (minimum of 6 semester credit hours)
- Elective course work (minimum of 6 semester credit hours)
- Research residency (two consecutive semesters of 6 minimum)
- Training plan
- Preliminary examination

Post-Candidacy Registration Requirements

The Graduate School has outlined the following policies for post-candidacy registration, starting Autumn 2008:

- 1) the definition of full-time has been reduced to three credit hours per semester for all post-candidacy doctoral students whether they are funded or self-funded;
- 2) continuous academic year registration is now required for post-candidacy doctoral students admitted to the university Autumn 2008 or after (although leaves of absence could be requested); and
- 3) summer session registration will be optional starting in Summer 2009.

The College of Nursing requires enrollment in a one half-credit hour seminar for Autumn and Spring semesters for all post-candidacy students. This seminar will allow post-candidacy students to discuss progress, problems, and concerns as well as get assistance from peers and doctoral faculty.

The Dissertation

Each student must complete a dissertation under the direction of an advisor and two other graduate faculty members. The dissertation research involves the generation of new knowledge that will contribute to nursing science. A student must enroll for Nursing 8999 for a minimum of 6 credit hours over at least two semesters.

Graduate School Guidelines

Graduate School guidelines are available in Guidelines for Preparing Theses, Dissertations and D.M.A. Documents.

College of Nursing Guidelines

- The Dissertation Committee is composed of the advisor who must be a Category P graduate faculty member and at least two other graduate faculty members who must be either Category M or P.
- The Dissertation Committee is established at a time thought appropriate by the student and the advisor.
- The student must present his or her proposed research study at a seminar for students and faculty. This should be done after completion of candidacy and prior to the meeting for final approval of the dissertation proposal. This presentation must be scheduled by the student's advisor only.

- The student is responsible for scheduling a meeting of the Dissertation Committee and distributing to all members a copy of the dissertation proposal at least seven days in advance of the meeting.
- Acceptance of the prospectus by the student's Dissertation Committee indicates agreement that it meets the standards and requirements for dissertation research which will be a scholarly contribution to nursing science. A copy of the approved prospectus should be filed with the chair of Graduate Studies.
- A draft of the entire dissertation must be given to each committee member at least three weeks prior to the final oral examination. A draft approval form must be signed by each committee member at least two weeks before the final oral examination. This form and a copy of the dissertation must be taken to the Graduate School at least two weeks before the Final Oral Examination.
- A copy of the dissertation must be distributed to each committee member as well as the Graduate School representative at least one week prior to the Final Oral Examination.

Dissertation Oral Defense and Presentation

The oral defense will be held as a closed committee meeting. A student is considered to have completed the Final Oral Examination successfully when there is unanimous approval by the Final Oral Examination Committee members. Satisfactory completion of the research, the written document and the oral examination will constitute fulfillment of the dissertation requirement for the PhD degree. The student must present their dissertation findings in a public meeting. This can either be part of the oral defense lasting no more than 30 minutes, or done prior to the defense. If done prior to the defense, it must be done two weeks prior to the scheduled defense date but not on the same date as the oral defense with dissertation committee. This open presentation is scheduled by the advisor and will last no more than 60 minutes, including time for questions.

CHECKLIST FOR PhD PROGRAM REQUIREMENTS

Attainment of a PhD requires successful completion of the following. This Handbook provides additional information regarding each requirement (pages 7-20). Other sources of information include the Graduate School Handbook and College of Nursing faculty, specifically major advisors.

- Nursing science major course work (36 credit hours)
- Cognate minor course work (minimum of 6 credit hours)
- Elective course work (minimum of 9 credit hours)
- Integrated scholar portfolio
- Research residency
- CITI Training and Renewal, when necessary
- Graduate School Residency Requirement (both pre-candidacy and post-candidacy)
- Training plan
- Preliminary examination
- Candidacy examination and candidacy examination defense
- Dissertation and dissertation defense

Graduation Requirements

The requirements for awarding the PhD in Nursing 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 Preliminary Examination and the Candidacy Examination.
3. Completion and successful oral defense of a dissertation.
4. Completion of minimum Graduate School requirements for the PhD degree.
5. Registration for at least three graduate credit hours during the semesters or session when the Candidacy and Final Oral Examinations are taken and during the semester or session in which graduation is expected.
6. Completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree
7. Completion of the following residence requirements after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:
 - a. a minimum of 24 graduate credit hours at this University
 - b. a minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment while in residence at this university
 - c. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session after admission to candidacy
8. Completion of Ph.D. degree requirements within five years after being admitted to candidacy

See Graduate School Handbook for complete Ph.D. Degree Graduation Requirements

End of Semester

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 semester may graduate the following semester without registering or paying fees.

Hours to Graduate

A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was earned at another university, it must be transferred to this university. A student must be registered for at least three graduate credit hours during the semester or summer session of candidacy examination, the semester or summer session of the final oral examination, and the semester or summer session of expected graduation.

In order to transfer the credit from the master's degree from an outside university the student must petition the Graduate Studies Committee to transfer in the master's degree as a block of 30 credit hours. The petition to transfer in the graduate credit may be found on the Graduate School's website under forms. This petition is completed and submitted to the Graduate Records Office in 252 Newton Hall along with an official copy of the final transcript demonstrating the earned degree.

Application for Graduation

The semester 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 semester in which graduation is expected or the last Friday of the May session if graduating in Summer.

The approved dissertation and abstract and the Final Approval form must be submitted to the Graduate School no later than two weeks before commencement. Payment of doctoral hood must be made by the published deadline on the Graduate School website.

Commencement Weekend Information

There are two separate ceremonies for College of Nursing graduates every spring semester graduation weekend.

Saturday:

The College of Nursing has their Convocation Ceremony. Convocation is a very special ceremony for all nursing graduates, their friends and families. You as the graduate are being celebrated by the faculty and staff of the College of Nursing. Undergraduates receive their nursing pins, master's graduates receive their specialty certificates, and doctoral graduates receive special recognition on stage with their advisor. This is also the time that awards and honors from the college are presented to the recipients. All graduates are expected to wear their caps and gowns. The ceremony will be held at The Franklin County Veteran's Memorial Saturday morning. Detailed information will be distributed through OSU e-mail during the early part of spring semester.

All information regarding the convocation ceremony can be addressed to:

Sandy Cody
Assistant Dean for Student Affairs

Sunday:

The Ohio State University has their Commencement Ceremony on Sunday. This ceremony is for the entire university and it is when all graduates receive their diplomas. All graduates are expected to wear their caps and gowns. The ceremony is held in The Ohio Stadium. More detailed commencement information can be found midway through spring semester at: <http://commencement.osu.edu>. Graduate students- You will receive further instructions and your number in the commencement line from the graduate school.

Additional questions regarding the commencement ceremony can be addressed to:

Graduation Services
Graduate School
250 University Hall
230 N Oval Mall
614-292-6031

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, or a U, shall be reviewed for progression by the Graduate Studies Committee. A student who earns a grade of C+ or below in a required course in the nursing major, or a U in any 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, or an S in the case of a U grade.
 - ii. Earning a second grade of C+ or below in a required course in the nursing major and/or a U in any 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, or a U, in a course for which that course is listed as a prerequisite.
- d) The student who earns a U in an independent study course must repeat that course with the faculty member who assigned the U grade.
 - e) No more than 5 credits of C+ or below in cognate courses will contribute to graduation.
 - f) Beginning Winter 2011, graduate students who have two or more withdrawals from required nursing courses will be reviewed by the Graduate Studies Committee and may be dis-enrolled from the Nursing program.

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 and spring semesters. A student in the doctoral program is expected to complete a minimum of one course each of the three semesters. 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 semester. 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's 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, a 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 are 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.

Length of Program

A student must complete the requirements of the master's program within five years from the first semester or session of enrollment. Completion of Ph.D. degree requirements must occur within five years after being admitted to candidacy.

If a student fails to submit the final copy of the dissertation or DMA document to the Graduate School within five years of being admitted to candidacy, his or her candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation or DMA document within two years.

Reactivation

A student who has not been enrolled for two consecutive years 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 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 GSC meeting, the student will be informed of the decision by the Graduate Program Manager or GSC Chair and is encouraged to speak to their advisor regarding curriculum plan changes and/or other considerations that may arise following the GSC 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 at <http://studentweb.con.ohio-state.edu/sa/Masters/>
- 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. Within one week following the GSC meeting, the student will be informed of the decision by the Graduate Program Manager or GSC Chair and is 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 have a request to waive a course reviewed the following must be received:

1. This form (including student's name, course # to be waived, and advisor's name/signature).
2. A cover letter detailing the following information:
 - a. Course(s) title and number that you are requesting waived
 - b. Course(s) title, description and number related to the substituted course
 - c. Institution from which the course(s) was taken.
 - d. Earned grade(s)
 - e. Other pertinent prior experiences/information related to the course content (especially if requesting waiver based on other experience)
 - f. How does your prior work or course(s) meet the objectives of the current course in the 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.

-or-

Submit one copy **electronically as a single scanned PDF or MS Word document, with all supporting materials, to GradRecords@con.ohio-state.edu**

Emails may be submitted in place of the required signatures.

Course Number _____

Advisor _____

Advisor Signature _____

Student name _____

Graduate Committee Use Only	
Approved	Not Approved
X _____	_____
Graduate Studies Committee Chair	Date

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.. 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;**
2. ... the student earned at least a grade of "B" or satisfactory in each course for which credit is to be transferred
3. ... the Graduate Studies Committee approves the transfer.

To have a transfer request reviewed 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.

-or-

Submit **one copy** electronically as a single scanned PDF or MS Word document, with all supporting materials, to GradRecords@con.ohio-state.edu

OSU Course Number _____ Advisor _____

Academic Signature _____

Email may be submitted in place of the required signatures.

Student name _____

Graduate Committee Use Only	
Approved	Not Approved
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).

Please note: 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**

-or-

Submit a single scanned PDF or MS Word document, with all supporting materials, to GradRecords@con.ohio-state.edu

Emails may be submitted in place of the required signatures.

Student Name _____

Advisor _____

Advisor Signature _____

Last term of enrollment _____

Returning term _____

Prior to the returning term, the student on LOA will be required to obtain permission from the Graduate Studies Committee (Chair) to reactivate and return to the program. Permission is contingent upon space in the specialty, and will be determined by the relevant specialty director and the Graduate Studies Committee Chair.

Graduate Studies Committee 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. 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 serves 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 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 3335-23-17.

- 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 Involving Substance Abuse

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.

Procedure for a student with a positive urine drug screen

Laboratory results for urine drug screen will be sent to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will review the urinalysis test results to determine whether a legitimate medical explanation could account for any “confirmed positive” result reported by the laboratory. This is accomplished by an in-person interview with the specimen donor and by giving the donor an opportunity to provide evidence of legally prescribed medication use that may have caused the positive lab result. If the Associate Dean determines that a legitimate medical explanation exists, the results reported will be recorded as “negative.”

If there is no legitimate medical explanation, the protocol for a positive drug screen will be implemented. Any student testing positive will not be permitted in a clinical setting. A student who tests positive will be asked to make an appointment with the Counseling and Consultation Services (CCS) at The Ohio State University Younkin Success Center. CCS will ask the student to attend three one-hour assessment sessions. The student will be asked to sign a release notifying the Associate Dean for Academic Affairs of the disposition of the visits. The student will be asked to be tested again, at the student’s expense, prior to returning to a clinical course. If the student tests positive the second time, the student will be asked to withdraw from the program and will need to petition to re-enter. Upon petition to re-enter the program, the student will provide the Associate Dean for Academic Affairs with documentation from a certified drug and alcohol counselor indicating readiness to return to the program and prognosis for full recovery.

After a student has completed the required counseling sessions at CCS, has a negative drug screen, and returns to the clinical setting, random drug testing will occur periodically until the student graduates from the program. The Associate Dean of Academic Affairs office will notify students of the required random drug screening which will be completed within five days of notification, at the student’s expense. If a positive drug screen occurs, the student will be asked to withdraw from the program and will need to petition to re-enter as indicated in previous paragraph.

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. Additional information may also be found at <http://shs.osu.edu/services/prevention-immunizations/health-professional-students/>.

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 now required annually of all undergraduate and graduate students in clinical placements.

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 needle sticks 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. *The College of Nursing does not reimburse for the costs of blood tests, medical follow-up, and treatment. Students should submit invoices to their personal health insurance providers.*

For more information on blood borne pathogen exposures, please refer to the Wilce Student Health Center web site: <http://shs.osu.edu/services/prevention-immunizations/health-professional-students/>.

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

American Association of Colleges of Nursing Web site: www.aacn.nche.edu/Publications/positions/hivhepb.htm.

American Nurses Association (2001). Code of Ethics for Nurses. Washington, D.C.: American Nurses Publishing. Web site: www.nursingworld.org/ethics/code/ethicscode150.htm.

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

United States Department of Health and Human Services. Office for Civil Rights Web site: www.hhs.gov/ocr/hipaa/.

Occupational Safety and Health Administration Web site: www.osha.gov/SLTC/bloodbornepathogens/index.html.

Ohio State University Environmental Health and Safety Office Web site: www.physfac.ohio-state.edu/zaphir/ohs/index.htm.

*** 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: September 2010

RESOURCES AVAILABLE TO GRADUATE STUDENTS

PhD Student Room

The College of Nursing may have a space available for PhD student use. Please consult with your PhD program director to inquire about such a space.

College of nursing web site

The College of Nursing provides a student web (located at <http://studentweb.con.ohio-state.edu>) that can be accessed from any computer on or off campus. The Student Web provides a wealth of information and resources to currently registered students. These include links to the many of OSU's libraries, email, ask an advisor, clinical scheduling and graduation information.

How to change your college of nursing password

You may change your password by going to <https://studentweb.con.ohio-state.edu/secure/>. You will need to login using your OSU name.# and password. After you have established your identity you can pick a new College of Nursing password. Remember your College of Nursing username is name_# (**note the underscore*). Your password must be 9 or more characters long and must contain characters from at least 3 of the 4 following categories:

- Capital letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Special characters (!, @, #, \$...)

Accessing the Student Web

In order to access the Student Web, you are assigned a user name and password.

Your user name is your last name and number, just like your osu e-mail address only instead of a '.', you have an '_ '.

e.g. If your OSU e-mail address is "smith.2345@osu.edu", or
"smith.2345@buckeyemail.osu.edu"
your CON user name is "smith_2345"

Your CON password will be emailed to your OSU e-mail address (lastname.#@osu.edu) or (lastname.#@buckeyemail.osu.edu) one week prior to the semester you start. Please make sure your OSU email address is active and not full in order to receive your CON credentials.

Accessing the Student Web in the College of Nursing

If you are in the building and are utilizing a college computer, you will see the start menu, click start -> log off... to log off the person before you. You will then see a screen that says "Windows XP Professional". Press "CTRL+ALT+DELETE" at the same time. This will bring up the following screen:



Now, simply enter your user name and password in their respective fields and either click “OK” or press enter.

Accessing the Student Web at Home

In order to access the Student web from home you must be using Internet Explorer (IE), Firefox or Safari. If you have an older web browser, you can download the browser for free from [Microsoft's](#) website. However, since IE comes bundled with Windows 98 or later, every computer purchased in the last three years meets this requirement. If you are an AOL user or use any other third-party web browser, please minimize this window and use the Internet Explorer icon on your desktop or start menu.

1. Open your Web Browser to the following address:
 - a. <http://studentweb.con.ohio-state.edu>
2. Type your College of Nursing Credentials when Prompted
 - a. Username = Your Username
 - b. Password = Your Password
 - c. Domain = OSUCON
 - i. Please note: The domain must be entered. This is often overlooked by mistake.
 - ii. **Note: If you are using certain version of Windows, you will not be prompted for a domain. If this is the case, you will need to type osucon\username in the username field.**

This will now open up the college student portal.

Important Links

<http://www.osu.edu/> (OSU homepage)

http://cio.osu.edu/policies/responsible_use.html (OSU Policy on Responsible Use of University Computing Resources)

<http://nucleus.con.ohio-state.edu> (College of Nursing video server.)

<https://webmail.osu.edu> (Check your OSU email from any computer with internet access)

Email Addresses:

8help@osu.edu (OSU support for OSU accounts and university systems)

S-HELP@con.ohio-state.edu (College of Nursing technical support)

CAMPUS COMPUTER RESOURCES

COLUMBUS CAMPUS

The College of Nursing student computer lab, located in room 220 Newton Hall, is provided for the use of nursing students. The lab is open between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday and is monitored by IT Department staff and student employees. The lab is equipped with workstations running Windows 7, Microsoft Office 2010 as well as many other academic software packages. All computers have Internet access. All of the workstations in the lab are equipped with CD-RW drive and there is a high quality scanner available on one workstation. Students also receive 500 pages of free printing in the computer lab each semester, the college also provides staplers, and hole punches for student use. The College of Nursing at Newton Hall also has wireless capabilities throughout most of the building. Please see IT staff in the computer lab to configure your device for Wifi access.

NEWARK CAMPUS

OSU-Newark has wireless capabilities and students can find out details of use at: <http://www.newark.osu.edu/facultystaff/campusdepartments/it-support/Services/Pages/Network.aspx> .

Open computer labs are available in Reese and Founders Halls. 206 Reese Hall is open 7:30am - 9pm Monday thru Thursday, 7:30am - 7pm on Friday, and 8am - 1pm on Saturday. 174/180 Founders Hall is closed to students during the times that computer classes are held but open other times on those days and on Monday, Wednesday 7:30am – 9pm and Friday 7:30am - 7pm.

Laptops may be checked out and used on site in the cafeteria and library. The cafeteria is located in Hopewell Hall and offers this service Monday thru Thursday 8am – 10pm, Friday 8am – 5pm, Saturday 10am – 4pm and Sunday 1pm – 5pm. The library is in Founders Hall and is open 8am - 10pm Monday thru Thursday, 8am - 5pm on Friday, Saturday 10am - 4pm and Sunday 1pm - 5pm. This is the only on campus service that is available during university breaks. During breaks, hours will be Monday thru Friday 8am - 5pm.

In addition, 174 Founders is the location of the Student Technology Center. For more details about the variety of services available there go to <http://www.newark.osu.edu/facultystaff/campusdepartments/it-support/Pages/default.aspx>. Hours are set each semester. In addition, 106B Founders is the location of the Writing Lab. Hours are Monday thru Thursday 8am - 6pm and Friday 8am - 4pm.

Printing on campus requires the use of your BuckID. Students will have 100 free copies a semester. After that, the charge is \$.06 per page and students must have a deposit on the BuckID through the Office of Fees and Deposits located in Hopewell Hall.

MARION CAMPUS

The General Computer Lab is located in library building room LC 220. There are 32 PC and 1 Mac computers in the General Lab and 2 Laptop areas. The General Computer Lab is open to all the OSUM students, faculty, and staff for general computing purpose such as word processing, email, Internet access, and printing. Student lab assistants are available for troubleshooting and help. Students need to show their student ID to use the General Lab. There is no cost for using the equipment and printing.

The Media Lab is located in Morrill Hall room MR281. There are 14 PC and 6 Mac computers in the Media Lab. The Media Lab differs from the General Lab in the following areas:

- Media Lab is open to all faculty, staff, and the students from the College of Education to create or develop multimedia materials for teaching and learning.
- Media Lab is also a teaching lab. A few courses are hosted here each semester.
- In addition to the computers available for students to use for word processing, Internet, and printing, the Media Lab has other media equipment such as laminator, transparent maker, binder maker, and scanners.

Lab staff is also available for help in The Media Lab. There is no cost for using the equipment and printing.

The hours for the computer labs are as follows:

General Lab: Open 8:00 am. –9:00pm. (Monday through Thursday)

Open 8:00 am –5:00pm (Friday)

Media Lab: Open 8:00am –5:00pm (Monday through Friday)

To gain access to the wireless network, fill out a small form in the General Computer Lab (LC220) and you will be able to gain access to the wireless network in any of the OSUM buildings.

LIMA CAMPUS

Students have access to the computer labs in Galvin Hall 336 and 340 free of charge. Hours of operation are 8:00 a.m. to 7:00 p.m. Monday - Friday, but may vary with semester. Students will need to obtain local access with user name and password through Technology Services, Galvin Hall 335. The phone number for Technology Services is 419-995-8890.

MANSFIELD CAMPUS

There are a number of computer labs on campus offering both PC and Mac platforms and a variety of software titles. Their hours of operation vary based on the classes being held within the rooms. You can check the website for a listing of rooms and resources at http://www.mansfield.ohio-state.edu/HTML/computer_labs.html.

COMPUTING SERVICES

COMPUTER RECOMMENDATIONS

The College of Nursing is primarily a Windows-based department. In order to facilitate support, course software planning, and other compatibility issues, we recommend that students use Microsoft Windows-based computers. If a student would like to use an Apple Mac OSX based computer, they may do so, but please understand that there may be points in the program that *require* the use of a Microsoft Windows-based computer meeting the minimum specifications set forth in this document. If using an Apple computer the student can login to the College of Nursing remote access server to access the Windows environment.

	Minimum	Recommended	Apple Recommendation
Operating System	Windows Vista	Windows Vista or Windows 7	OS X 10.5
Processor	1.5 GHZ	Dual Core	Intel
Memory	2GB	4GB	2GB
Available Storage	15GB	15GB	15GB
Office Suite	Office 2007	Office 2010	Office: Mac 2008
Web browser	Internet Explorer 8	Internet Explorer 8 Firefox 7	Safari 5
Java Version	1.6	1.6	Latest
Screen Resolution	1024x768	1024x768	1024x768
Other		DVD/CD-RW	DVD/CD-RW
Connection Speed	DSL/Cable	DSL/Cable	DSL/Cable

Software Requirements

Students should prepare their computer in advance to handle a variety of media and document formats, the list of required software including version follows, if students have any questions about meeting these guidelines, they should contact s-help@con.ohio-state.edu via e-mail for support.

Software Name	Recommended Version	Minimum Version	Mac Recommendation
Office Suite ¹	Office 2010 Professional	Office 2007 Professional	Office Mac:2008
Operating System	Windows 7	Windows Vista	OS X 10.5
Web Browser	Internet Explorer 9	Internet Explorer 8	Safari 5
Media Players	Windows MediaPlayer 11 Quicktime 7 Real Player 11 Flash Player 10	Windows MediaPlayer 10 Quicktime 6 Real Player 10 Flash Player 8	Quicktime 7 Windows Media Components for Quicktime Real Player 11 Flash Player 9
Virus Scan ²	McAfee v. 8.5	McAfee v. 8.5	VirusScan 8.6 for Mac
Java Plug-in	Java 6	Java 6	Latest Apple Java

CARMEN AND DISTANCE LEARNING

Carmen is the course management system at Ohio State University. All of your online courses will be delivered through this University based system. Carmen is accessible at all campus locations or wherever internet access is available. It will allow ease and flexibility in the distance education portion of the program.

- The Carmen site can be found at: <http://carmen.osu.edu>
- The following link provides a user's guide for CARMEN: <http://telr.osu.edu/carmen/students/>

Below are a few of the important items to consider as a distance learner:

- A dedicated computer or laptop that stores your work
- Microsoft Word processing software
- Adobe Acrobat reader
- Power Point software (recommended)
- Cable or high speed internet connection (highly recommended)
- Supported Browsers:

To ensure satisfaction with your Carmen courses, it is essential that you use a fully supported browser. Browser choice is limited to a few common brands; other browsers may work, but full functionality cannot be guaranteed. If you are using a browser other than the ones listed below, you may discover problems that can neither be confirmed nor supported by the help desk. Should you encounter problems with an unsupported browser, your only recourse is to move to a fully supported browser.

For additional information about browser configuration, see <http://8help.osu.edu/2302.html>.

System	Supported	Recommended
Windows	<ul style="list-style-type: none"> Internet Explorer 8.0+ Firefox 6.0+ 	Internet Explorer 9.0 [Download] Firefox 7 [Download]
MAC	<ul style="list-style-type: none"> Safari 5+ [Download] 	
Linux	Mozilla 3.6 [Download]	Mozilla 3.6 [Download]

- System Requirements

Component	Required	Recommended
Operating System	<ul style="list-style-type: none"> Windows Vista or higher Mac OS X 	<ul style="list-style-type: none"> Windows Vista or higher Mac OS X
Video Resolution	at least 800x600	1024x768 or greater
Internet Speed	at least 56K modem	56K, DSL, or cable modem
Sun Java Runtime Environment	JRE v 1.6.xx (required to run LiveRoom)	
Java Script	Enabled	
Cookies	Enabled	

SOFTWARE FOR STUDENTS

Students now obtain Microsoft software at attractive prices under OSU's companion license, Microsoft Student Select. This is marketed as the Microsoft Personal Use Program.

Personal Use Program: Faculty, staff and students may purchase Personal-Use licenses on the Personal Use Program for their owned home computer. Faculty, staff and students own these perpetual licenses, which do not include upgrades. These copies may not be installed onto OSU-owned machines. Products currently available to faculty, staff and students on the Personal Use Program are:

- Office Professional Plus 2010 -- \$74.95
- Office Mac 2011 -- \$63.95
- Windows 7 Pro Upgrade 32-bit* -- \$69.95
- Windows 7 Pro Upgrade 64-bit* -- \$69.95
- Windows 7 Ultimate Upgrade 32-bit* -- \$89.99
- Windows 7 Ultimate Upgrade 64-bit* \$89.99

* — Must be installed only onto a computer with a previous full Windows operating system license, as an upgrade.

Software can be purchased at the following locations:

- **Columbus Campus:** Wired Out at 110 Central Classroom Building, 2009 Millikin Way between the hours 9am – 7pm Mon – Thurs. and 9am – 7pm Fri – Sat.
- **Wooster Campus:** in Academic Support
- **Mansfield Campus:** at the Conrad Learning Center

Students must be currently enrolled for at least one credit hour and must be able to provide a valid BuckID **or** a picture ID and either a class schedule, paid fee slip, or letter of acceptance. Cash, check, credit card, and BuckID are accepted.

OFFICE OF INFORMATION TECHNOLOGY

The Office of the Chief Information Officer (OCIO) provides students with technical support related to computing issues. Their home page is located at: <http://ocio.osu.edu/>.

Part of OCIO is **8help**, the OCIO Technology Support Center Help Desk. OCIO handles questions, problem reports, service requests, and inquiries from faculty, staff, and students regarding computer hardware and software, Internet connectivity, and related topics. You can call them at 614-688-HELP (4357) (TDD: 614-688-8743) or email them at 8help@osu.edu. To see availability of OIT staff, view the standard hours of operation @ <http://8help.osu.edu/1691.html>.

Email: To check your OSU Internet e-mail from the web, go to OSU Buckeye Mail or Webmail at webmail.osu.edu

UNIVERSITY STUDENT EMAIL POLICY

The Ohio State University, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students. An official Ohio State University (OSU) email address is issued to each student upon admission to Ohio State, or upon initial enrollment, whichever occurs first. Students are responsible for activating their email account by going to the OIT web site at my.osu.edu.

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 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.my.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.n. Your password will not change.

RESPONSIBLE COMPUTING

Students may wish to review the university's "[Policy on Responsible Use of University Computing Resources](#)." This policy states in part:

*I. As a part of the physical and social learning infrastructure, Ohio State 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; university administrative functions; student and campus life activities; and the free exchange of ideas among members of the university community and between the university community and the wider local, national, and world communities.*

II. 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 requirements of legal, regulatory, and ethical behavior within the university community. Responsible use of a computing resource 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.

III. Colleges, departments and units may have policies that provide for additional rights, responsibilities and/or limitations that augment the university policy and apply to specific computers, computer systems, or networks, or to uses within their specific units. These policies require approval by the Chief Information Officer or the Chief Information Officer's designees. Consult the operators or managers of the specific computer, computer system, or network or the management of the unit for further information.

IV. Applicability

This policy applies to faculty, staff, students, agents, contractors, volunteers, vendors, and sponsored guests of academic and administrative units, and affiliated entities, and to all uses of university computing and network resources, regardless of location or device.

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 614-292-2919. Questions concerning statistical software (SAS) should be directed to Statistical Consulting at 614-292-0408. Public microcomputer sites, maintained by University Technology Services, are available for personal computing needs. Contact University Technology Services at 614-292-4843 for locations and hours.

ACCELERATED BS-PhD PROGRAM

ACCELERATED BS-PhD PROGRAM DESCRIPTION

The purpose of the doctoral program in nursing is to produce intellectual leaders with analytical skills who can contribute to the development of nursing science. Nursing science has as its goal the development of a body of knowledge to be used as the basis for nursing practice. Doctoral study in nursing is built upon and expands the student's knowledge acquired in baccalaureate and master's degree programs in nursing. Students bring to doctoral study unique combinations of experiences, knowledge, and capabilities that serve as the base for the development of programs of study congruent with the overall curriculum, but individualized to allow for the opportunity to gain in-depth knowledge of a particular theoretical area.

The focus of the PhD program in nursing is the determinants of health of individuals, families, and communities and their experiences of health and illness. Psychobiobehavioral and psychosocial inquiry examines interactions among mind, body, and environments with emphasis on interdisciplinary study. In addition, the College of Nursing embraces the philosophy of the "integrated scholar"--academicians, clinicians and researchers who possess knowledge with regard to research training, grantsmanship, publications, teaching and clinical practice. Students study nursing theory and inquiry, theory from related disciplines, research designs and methods, and advanced data analysis.

The faculty strive to establish a learning environment that provides the opportunity for interchange between students and faculty that fosters individual growth, collegial relationships, and the pursuit of knowledge. Both faculty and students have a commitment to the development of nursing science through empirical work.

Characteristics of the Graduate

Graduates of the PhD program are prepared to:

- 5) Synthesize knowledge from nursing and other disciplines to develop and test theory that affects health.
- 6) Conduct research that builds nursing science.
- 7) Communicate the results of theory development and research.
- 8) Provide leadership in the area of health promotion, disease prevention and the advancement of clinical science through the development and application of new knowledge.

ACCELERATED BS-PhD CURRICULUM

The curriculum consists of core courses required of all students in the master's and PhD programs. These courses provide a foundation in nursing science and research and the theoretical base for advanced nursing practice. The remainder of the curriculum is specific to the area of clinical specialization, and provides the opportunity for elective coursework.

Specialties include Adult Health and Illness Nursing, Nurse Midwifery, Clinical Nurse Leader, Family Nurse Practitioner, Neonatal Nurse Practitioner, Nursing and Health Systems Management, Nursing Science, Pediatric Nurse Practitioner, Adult Psychiatric Mental Health Nursing, and Women's Health Nurse Practitioner. In addition, dual degree programs are available.

Master's Curriculum

Nursing 7780 Evidence Based Nursing Scholarship for the Master's Prepared Nurse (4)

Introduction to intermediate research methods and statistics applied in evidence based nursing scholarship. Includes literature search methods, critique of research methods and results, and synthesis of evidence related to clinical nursing problems. Prereq: Grad standing in Nursing, or permission of instructor. Not open to students with credit for 702.

Courses which may be required in *some* specialties

Nursing 7450 Pathophysiology of Altered Health States (5)

Analysis of theories and research regarding alterations of health states across the life span with an emphasis on pathophysiological processes. Prereq: Grad standing in Nursing or permission of instructor. Not open to students with credit for 703 or 704.

Nursing 7410 Advanced Health Assessment (3-4)

Development of advanced health assessment skills. Emphasis on acquisition of pertinent assessment data across the life span for advanced nursing care for multiple specialties. Prereq: Grad standing in Nursing, or permission of instructor. Not open to students with credit for 705.

Nursing 7470 Advanced Pharmacology in Nursing (4)

Pharmacokinetic principles and clinical application and principles of the use of drugs and therapeutic devices in the prevention of illness and maintenance of health. Meets criteria for APN's prescribing in Ohio. Prereq: 7450. Not open to students with credit for 706. Repeatable to a maximum of 12 cr hrs or 3 completions.

Nursing 7330 Advanced Pediatric Health Assessment (4)

Advanced knowledge and skills in the health assessment of children birth through young adulthood with an emphasis on sophisticated clinical reasoning. Prereq: Enrollment in Pediatric NP Primary, Acute Care, or Child and Adolescent Psychiatric Mental Health specialty. Not open to students with credit for 715.

Elective Graduate Courses in Nursing

Nursing 7401 Clinical Management in Primary Care Settings (2)

Theories, concepts, and issues related to the implementation of leadership, management, strategic, operational, clinical, and administrative concepts necessary in primary care settings. Prereq: 7400 or permission of instructor. Not open to students with credit for 608

Nursing 7530 Instructional Strategies for Clinical Teaching (3)

Preparation of health professionals to assume the role of clinical educator by examining best pedagogical practices in the classroom, clinical and virtual learning environments. Prereq: NrsAdvn 2440, or Grad standing in Nursing. Not open to students with credit for 718.

Nursing 7531 Instructional Strategies for Human Patient Simulation (2)

Educational theory, instructional design, technical support and evaluation knowledge associated with the use of human patient simulation in Nursing education. Prereq: NrsAdvn 2440, or Grad standing in Nursing. Not open to students with credit for 731.

Nursing 7193 Individual Studies in Nursing (1-4)

Students will gain skills and knowledge within a focused area of study within the area of expertise of a nursing faculty mentor. The course will expose students to novel scholarly activities and provide individualized learning opportunities. Prereq: Grad standing in Nursing. Repeatable to a maximum of 20 cr hrs or 5 completions. This course is graded S/U.

Master's Specialty Area Coursework

Each specialization area requires courses specific to that specialty. A list of these required courses can be found in the MS handbook. The number of courses and credits varies based on area, as does the semester(s) in which courses are offered.

PhD Curriculum

The PhD curriculum components and descriptions can be found on pages 8-11 of this handbook.

Sample Plan of Study: Post Baccalaureate to PhD

	Fall Semester	Spring Semester	Summer Semester
Year 1	Scientific Underpinnings I: 3 credits Scientific Communication I: 1 credit Responsible Conduct of Research: 2 credits Clinical-related electives: 6 hours Total: 12 Credits	Scientific Underpinnings II: 3 credits Scientific Communication II: 1 credit Elective: 3 credits Clinical-related electives: 5 hours Total: 12 Credits	Preliminary examination Nursing Science Electives: 6 credits
Year 2	Research Methods I: 3 credits Statistics: 3 credits Clinical-related electives: 6 hours Total: 12 Credits	Research Methods II: 3 credits Statistics: 3 credits Clinical-related electives: 6 hours Total: 12 Credits	
Year 3	Research Methods III: 4 credits Cognate # 1: 3 credits Scientific Communication III: 2 credits NRSA submission Research Residency: 3 credits Total: 12 Credits	Cognate Course #2: 3 credits Leadership for Nurse Scientists: 1 credit Elective: 3 credits Research residency: 3 credits Total: 10 Credits	Candidacy Examination
Year 4	Elective (Advanced statistics, HLM, SEM, longitudinal analysis): 3 credits Post-Candidacy Seminar I: 0.5 credits Total: 3.5 credits	Post-Candidacy Seminar II: 0.5 credits Dissertation: 2 credits Total: 2.5 credits	
Year 5	Post-Candidacy Seminar III: 0.5 credits Dissertation: 2 credits Total: 2.5 credits	Post-Candidacy Seminar IV (0.5 credits) Dissertation: 2 credits Total: 2.5 credits	

87 credits total- Need to be three credit post-candidacy

Years Four and Five

Progression Criteria:

Dissertation must be completed within five years post-Candidacy Exam.

1. Present Dissertation Proposal.
You and your advisor will determine when you are ready to present to faculty.
2. Receive committee approval of Dissertation Proposal.
Three members _____
3. Work on Dissertation.
Must be continuously enrolled while working on dissertation. 6 credit hours of 999 required over a minimum of two semesters of study.
4. Graduate!

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 Certified Background, as indicated below.

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

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/Measles
 - 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.
4. Seasonal flu vaccine within a month of release to our students, for those students at Nationwide Children's Hospital. Students with clinical placement elsewhere will be required to have the vaccine by December 1.

Students who are pregnant or think they are pregnant should report their condition to **the Graduate Program Manager 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.

Health records for incoming students are maintained online through Certified Background. Additional information may be found at www.certifiedbackground.com.

If your health records are not accepted by Certified Background please contact the Student Affairs Office at (614) 292-4041 or by emailing nursing@osu.edu.

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. Students may pay for their drug screen at <http://nursing.osu.edu/checkout/proficiency.aspx>.

Insurance

Students are covered for general and malpractice insurance by The Ohio State University. (The EXCEPTION is that nurse midwifery students in their final three semesters of clinical experience are not covered by this policy. Individual insurance arrangements must be made by these students.) Students may access evidence of required insurance coverage procured by Ohio State for clinical compliance by accessing the following URL: <http://www.marsh.com/moi?client=1945>. Notwithstanding anything to the contrary herein, Ohio State shall have the right to elect to self-insure for the amount of the liability coverage Ohio State is required to carry hereunder.

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 acceptable certification is:

* American Heart Association, BLS for the Healthcare Provider (good for two years)

Collaborative Institutional Training Initiative (CITI)

All doctoral students must take the Basic Human Research CITI training course regardless of whether or not they will apply to the IRB with a proposal. Master's students doing a thesis or engaged in research as a GRA must also complete the basic CITI course. Students can take either the Biomedical or the Social/Behavioral course depending on their research focus. A subsequent refresher course will be required every 3 years as well. Once the course is completed, print out the completion certificate which should be turned in to Megan Peterseim, room 347 on the third floor in the College of Nursing. Information on the CITI training can be found at www.citiprogram.org. Information on the policy and additional details may be found at the Office of Responsible Research Practices website <http://orrrp.osu.edu/irb/training/citi.cfm>.

Training and Security

HIPPA Training

The College of Nursing will require College Researchers and related College employees to take a Health System approved course(s) to educate themselves on HIPAA. Such training must be completed annually by all College Researchers and employees.

Guidelines for Reducing the Risk of Transporting Bedbugs

Given the widespread and growing problem of bedbugs in Ohio, the College of Nursing is recommending that individuals follow the recommendations for protection as provided by the Central Ohio Bed Bug Task Force (http://www.centralohiobedbugs.org/pdf/healthcare_guidelines.pdf) In addition, the College of Nursing has taken the following protective measures for students working with vulnerable populations:

- Ziploc bags with supplies will be used in lieu of traditional community bags.
- Foot covers, as well as full protective covering will be provided to clinical faculty and made available to students on an 'as needed' basis. All gear should be removed in the same manner as one would remove any contaminated clothing prior to exiting the premise. Protective coverings should be placed in a tightly sealed plastic bag and then discarded into an outside trash container.
- All faculty and students are encouraged to avoid sitting or placing any items on upholstered furniture, bedding or carpeted floors.
- Isopropyl alcohol spray can be used to clean equipment that may have come into contact with bed bugs or bed bug larvae.

In general:

- Pay attention to the inside and outside of shoes, lace holes, socks, pant legs and leg area around the hands and arms.
- Any clothing or items taken into the home that cannot be washed or dry cleaned should be placed in a hot dryer for at least 15 minutes.
- Keep a separate pair of shoes and a jacket for use in client homes in a sealed bag.
- Do not redistribute items from one consumer to another.

The 'guidelines' as provided on the website listed above provide additional helpful suggestions for maintaining personal protection.

College of Nursing Clinical Compliance Requirements Policy

- ✓ Clinical compliance is a **prerequisite** for nursing clinical courses*. Clinical compliance as a prerequisite is included on every clinical course syllabus.
- ✓ Nursing students enrolled in a clinical course must be in compliance with the College of Nursing clinical requirements **by the end of the first day of the semester or session** in which they are enrolled in a clinical course.
- ✓ Each semester or session, instructors are provided with updates on your compliance status. They will notify you should the status change during the course of the semester or session. **It is the responsibility of the student to note the expiration dates of health compliance requirements.** Students who allow their compliance status to lapse during the semester or session will have two weeks to regain their compliance status. Some agencies are requiring an additional drug screening within a short interval prior to the clinical experience in that agency.
- ✓ **Student's clinical compliance status is posted to the College of Nursing's Clinical Compliance database.** Information is entered into the database by staff at Certified Background or in the Wilce Student Health Center (vaccine, disease, and/or test) and the College of Nursing (HIPPA, CPR, criminal background check, and drug screening).
- ✓ Students have met the clinical compliance requirement only after the information appears in the Clinical Compliance database. NOTE: It can take up to **four weeks** for the Wilce Student Health Center to enter data received from physician offices, employers, and students. It can take up to **six weeks** for the College of Nursing to receive the results of the criminal background check.
- ✓ Verification from physicians, employers, and other agencies of vaccinations, tests, background checks, and drug screenings presented by the student to the clinical instructor **does not meet the clinical compliance requirement.** Verifications must be uploaded by the student to Certified Background, sent to the appropriate office at in the Wilce Student Health Center or the College of Nursing in order for that information to be entered into the Clinical Compliance database. **All verifications must be sent to the Wilce Student Health Center with the College of Nursing health compliance cover letter.** (See health compliance cover letter)
- ☆ Nursing students enrolled in a clinical course must be in compliance with the College of Nursing clinical requirements **by the end of the second day of the semester or session** in which they are enrolled in a clinical course. If the student is not compliant with the clinical requirements by the second day of the semester or session the student must drop the course immediately or receive an 'E' for the course. Students may re-enroll in the course in a subsequent semester or session if there is an opening. Dropping a course will increase the time to graduation.

* 6240, 6260, 6270, 6271, 6280, 6340, 6410, 7208.01 & .02; 7218.01 & .01, 7228.01 & .02, 7238.01 & .02, 7258.01 & .02, 7268.01, .02, & .03; 7288.01, .02, .03, & .04; 7298.01, .02, & .03; 7299.01, .02, .03, & .04; 7308.01, .02, & .03; 7328, 7338.01, .02, & .03; 7348.01 & .02, 7378.

Identification Badges

The Security Office of The Ohio State University Hospitals issues identification badges to all its faculty, staff and students. The College of Nursing student 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. If you have a Medical Center staff identification badge you must be sure to use the student badge when on site as a student. 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 as needed 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. Students will receive an email stating your form is ready for pick-up.**

CLINICAL DRESS CODE (Rev. Jan 2011)

The dress code policy for students is the policy established by The Ohio State University Hospitals for its employees. All students must adhere to the dress code policy when a uniform is needed for clinical study. Personal appearance must demonstrate neatness, cleanliness, and good hygiene. Extremes in appearance or accessory attire potentially interfering with patient care or perception are not acceptable.

- 1) Student identification badge must be worn at all times.
 - a. Identification badges are to be clearly visible, above the waist.
 - b. Student photographs on identification badges must be worn face out, with no defacement (pins, stickers).
 - c. When caring for inmates in any patient care area, employees may tape over (cover) their last name.
 - d. Lanyards to hold your identification badge may be worn meeting the following criteria:
 - i. Must be breakaway, for your protection.
 - ii. No more than five professional pins may be worn at one time.
 - iii. The Lanyard must not interfere with patient care.
 - e. Identification badge holders may be worn meeting the following criteria:
 - ii. Must be solid in color or with hospital logo
2. Hair must be clean, neatly groomed and controlled.
 - a. Long hair must be secured away from the face.
 - b. Hair decorations must be kept plain and simple.
 - c. Extreme styles and colors are not permitted.
 - d. Facial hair must be kept neat and well-trimmed.
 - e. Fashion headscarves or skullcaps are not permitted.
 - f. Hairbands are permitted if they are white, or match scrubs or hair color.
3. Nails must be neat, clean, and support the functional use of hands and fingers.
 - a. Artificial fingernails are prohibited for all staff who touch or transport patients.
 - b. Nail polish and decorative designs are prohibited.
 - c. Length of natural nails will be kept at less than ¼ inch long.

4. Jewelry must be plain and inconspicuous. Jewelry must not interfere with patient care or present a hazard to the employee.
 - a. One pair of small post earrings that do not dangle from the earlobes are permitted.
 - b. No necklaces are permitted.
 - c. Bracelets or armbands are not permitted unless they are a Medical Alert bracelet.
 - d. Only one ring or ring set is allowed.
 - e. A form fitting wrist watch is permitted.
 - f. Facial piercing jewelry (i.e. eyebrow, nose, tongue, lip, etc.) is prohibited.
 - g. Exception: If a nose ring is worn for religious purposes, the student must supply the instructor with proper documentation to support this.

5. Fragrances must be minimally evident. With some patient care populations, fragrances may not be permitted.

6. Tattoos must be inconspicuous or covered.

7. Footwear should be clean, appropriate for clothing, protective and fit securely.
 - a. Shoes should be non-permeable entirely white or black.
 - b. Shoes must have a closed toe and closed heel.
 - c. Canvas shoes or “cros” with holes are not permitted in patient care areas.
 - d. Shoes and shoelaces must be kept clean. Shoelaces must be white or match shoes.
 - e. Staff must wear white hose or white socks at all times.

8. Uniform accessories:
 - a. Buttons, hats, pins (or other types of insignia) are prohibited.
 - b. Organizational belt / adjustable belt pack (“fanny packs”) must be a solid color, reasonable size, washable, and free of logos.
 - c. Cloth stethoscope covers or decorative items attached to stethoscope are not permitted.
 - d. Cell phones may not be used during clinical.
 - e. Pens worn around the neck are prohibited.

9. Uniform/Clothing Standards:
 - a. Undergarments must be worn and inconspicuous under uniform or clothing.
 - b. Clothing must be clean and neatly pressed.
 - c. Faded / yellowish, discolored or ripped clothing is not acceptable.
 - d. All clothing should be non-see through.
 - e. Tops:
 - i. True Red scrub top is to be worn in the clinical area.
 - iii. A white mock turtleneck, turtleneck or tee shirt, (long or short sleeves) may be worn under the scrub top. No tee-shirt writing may be visible under scrub top.
 - iv. The crest of the College of Nursing is a part of the uniform. It is worn on the upper left-hand quadrant of the uniform. The crest must be sewn on or held in place with Velcro. Using safety pins is not appropriate. Crests are not required on lab jackets.
 - v. It is strongly suggested that you stand in front of a mirror and raise your hands over your head. If your abdomen is exposed by this movement, your attire is inappropriate -- the pants are hanging too low and/or the top is too short.

- g. Pants:
 - i. True Red scrub ankle length pants must be worn in the clinical area.
 - ii. Scrub pant bottoms are not permitted to drag on floor.
 - iii. Flared hems are permitted; however, the pants must be hemmed.
- h. Scrub Jackets/Lab Coats:
 - i. White jackets/coats may be worn.
 - ii. Scrub jackets must be removed when it can potentially interfere with patient care, for example, sterile dressing changes.
 - iii. No sweatshirts or hooded sweatshirts (hoodies) may be worn.
- i. Skirts
 - ii. If a student wishes to wear long skirts to clinical it has been recommended that they order True Red XX large pants from the vendor and alter the material into a skirt.
 - iii. Length must be at the knee or longer.
 - iv. Must wear pantyhose with skirts.
- j. Scarfs:
 - i. A white head scarf may be worn as part of the nursing uniform for religious purposes.

Special note: If you are working with a preceptor outside of a clinical area, ask about the expected dress code for the office. For example, if you are a 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.

Students who have clinical experience on units where patients are being treated with radiation therapy may obtain a radiation badge. The radiation badge requisition form should be obtained from the nurse manager on the assigned unit. Students should return the completed form to the nurse manager who will forward it to the Radiation Safety Department. It takes approximately one week to receive the badge from the Department of Radiology.

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 semester or session course attendance or future semester or session 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.

Specialty Clinical Locations and Travel

In most of the specialties, students will be placed in a clinical setting outside of Columbus during one or more semesters or sessions of the precepted clinical experiences. It is probable that a clinical site outside of Columbus or even outside of Ohio may be arranged should this best meet the needs of the student. These clinical sites will be developed by the course head in consultation with the student and the Graduate Studies Committee. It is essential that the student have a reliable means of transportation to all clinical sites as there is very limited public transportation available.

APPENDIX

Graduate School Policy on the Investigation of Allegations
of Research Misconduct by a Graduate Student

This document is used by the Graduate School when allegations of research misconduct by a graduate student have been forwarded by the Committee of Inquiry as detailed in the document “University Policy and Procedures Concerning Research Misconduct.”

When a Committee of Inquiry determines that an allegation of research misconduct by a graduate student has substance so as to warrant further investigation, such investigation shall be handled by the Graduate School.

Upon receipt of the final report by the Committee of Inquiry, the Dean of the Graduate School shall appoint an Investigation Committee. The Committee shall be composed of at least five members: two members of the Graduate Council (one of whom shall chair the Committee), one member of the graduate Faculty from the college in which the student is enrolled, one member of the Graduate Faculty with academic expertise relevant to the field of study of the student alleged to have committed research misconduct, and one graduate student selected in consultation with the president of the Council of Graduate Students. If the Dean of the Graduate School determines that the complexity of the case requires that the Committee be larger than five members, additional members may be added at the discretion of the Dean of the Graduate School.

Upon receipt of a referral from the Dean of the Graduate School, the Investigation Committee shall review any documentary evidence submitted by the Committee of Inquiry and shall meet with the graduate student alleged to have committed research misconduct. At its discretion, the Committee shall interview individuals having information relevant to the allegation(s). The student shall be given copies of any documentary evidence submitted by the Committee of Inquiry. However, the student shall not have the right to be present when witnesses are interviewed or to question such witnesses. When the student is interviewed, he or she may be accompanied by legal counsel or other advisor, but the role of such person in the process shall be limited to advising the student. The student may submit any relevant evidence for consideration by the Investigation Committee and may request that witnesses with information directly relevant to the allegation of research misconduct be interviewed by the Committee. Findings of the Committee shall be based on greater weight of the evidence and the decision is reached by simple majority vote of the Investigation Committee. At the conclusion of its investigation, the Committee shall report its findings to the Dean of the Graduate School, including a conclusion concerning the merits of the complaint.

The Investigation Committee shall make every effort to conduct its investigation and submit its report to the Dean of the Graduate School within 45 days. If the Investigation Committee finds that the greater weight of evidence indicates research misconduct, the dean shall forward the Committee’s report to the coordinator of the Committee on Academic Misconduct. The coordinator shall schedule a hearing of the Committee on Academic Misconduct for the determination of sanctions. This hearing shall be held within a reasonable time, not to exceed 30 days. The rules of the Committee on Academic Misconduct will serve to inform this hearing and any appeal which may be filed.

Graduate Student Grievance Review Guidelines

(For grievances related to graduate examinations and graduate associate appointments)

I. Overview

The Graduate School is specifically authorized by the Graduate Council to review grievances related to graduate examinations and graduate associate appointments. The purpose of this document is to outline the process for the systematic review of grievances filed by graduate students related to graduate examinations and graduate associate appointments. The aim of the guidelines is to ensure that a graduate student who is unable to resolve a dispute over a graduate examination or a GA appointment locally has access to a review by a knowledgeable group of neutral faculty and graduate students who are not associated with the student's graduate program or appointing unit or who in any other way have a conflict of interest.^{1 2}

II. Authority

Under the rules of the Graduate Faculty, the Graduate School is authorized to review two specific kinds of grievances:

- graduate examinations
- graduate associate appointments

III. Procedures

A. When the Dean of the Graduate School receives a petition for the review of a grievance related either to a graduate examination or to a graduate associate appointment, the dean will determine first that there has been an attempt to resolve the problem at the local graduate program or individual appointing unit level. If such a resolution is not achieved, the dean will review the petition and determine if the matter should be referred to the chair of the Graduate School Grievance Committee.

B. Upon receipt of such a request from the dean, the Graduate School Grievance Committee will conduct, expeditiously, a hearing for the review of the grievance. The Graduate School Grievance Committee will consist of the following members:

- three Graduate Faculty members of Graduate Council (voting)
- two graduate student members of Graduate Council (voting)
- an Associate Dean of the Graduate School (nonvoting), who will serve as chair of the Grievance Committee. In the event of a tie vote, the chair casts the deciding vote.

In cases where any of the individuals serving in these roles have a conflict of interest or perceived conflict of interest, substitutions will be permitted with the permission of the Dean of the Graduate School.

C. The chair of the Grievance Committee will convene the hearing. Faculty members or graduate students who are members of the graduate program(s) involved are disqualified from sitting on the Grievance Committee.

D. At least one week prior to the hearing, the chair of the Grievance Committee will provide the materials listed below to all members of the Grievance Committee and to all parties to the grievance, depending on the nature of the grievance:

- 1 Many graduate programs have local procedures for resolving grievances, such as discussions with an advisor, supervisor, graduate studies committee chair, department chair, or college dean. Graduate associates should also consult their appointment documents.
- 1 The Graduate School is occasionally called upon to address a complaint by a graduate student related to other academic matters. The Graduate School becomes involved in such matters only after all reasonable local efforts to resolve the problem have failed. In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.
 - a letter detailing the nature of the grievance and establishing the time, location, and expected duration of the hearing
 - a copy of these guidelines
 - a copy of the complainant's letter to the dean

E. Each party is expected to attend the hearing in person to present his or her case and may call witnesses in his or her behalf. A party unable to attend the hearing may submit a written statement. Parties are defined as follows:

1. Graduate Examination Grievance
 - a. the student
 - b. the members of the examination committee, including the Graduate Faculty Representative (doctoral-level examinations only)
2. Graduate Associate Grievance
 - a. the student
 - b. the student's GA supervisor and/or head of the GA appointing unit

F. Additional persons who may attend the hearing include the Graduate Studies Committee chair of the student's graduate program and resource personnel from the Graduate School.

G. The parties may submit written statements related to the charges. Such documents must be received no later than three working days prior to the scheduled date of the hearing. All materials so submitted will be shared with all parties and the Grievance Committee members on a confidential basis.

H. Notice must be given to the Graduate School at least one week prior to the hearing if any of the parties is to be accompanied by witnesses and/or legal counsel.

IV. Conduct of the Hearing

A. At the beginning of the hearing, the chair will outline the procedures to be followed in the hearing.

- The chair shall allocate a specific amount of time to each party to state his or her case.
- Members of the Grievance Committee shall be present during the entire testimony portion of the hearing.
- Parties to the grievance are expected to be present to hear and participate in the entire testimony portion of the hearing.

Witnesses, if called by either party, may attend only the portion of the hearing directly related to their testimony.

B. The testimony presented at the hearing will be recorded on audiotape. A party to a grievance may request a copy of the tape.

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

D. At the conclusion of the testimony portion, all persons attending the hearing are excused except for the Grievance Committee members and the Graduate School personnel. The parties to the hearing will be asked to wait in a designated location outside the hearing room until freed to leave by the chair.

V. Hearing Committee Decision and Action

A. The decision of the Grievance Committee is reached in closed session, with only the hearing committee members and the Graduate School personnel present.

B. All members of the Grievance Committee vote on the outcome. The Graduate School personnel, including the associate dean who serves as the chair, may participate in the discussion and decision, but they do not vote (except when the chair votes to break a tie vote).

C. The Grievance Committee will decide on the basis of a simple majority as follows:

- The Grievance Committee shall decide whether the master's examination, candidacy examination, or final oral examination was conducted in conformity with Graduate School rules and those of the local graduate program.
- The Grievance Committee shall decide whether actions taken with respect to a graduate associate appointment were in conformance with the rules of the appointing unit and the Graduate School. As stipulated in the *Graduate School Handbook*, the appointing unit is required to develop, publish, and make available its graduate associate rules.
- The chair of the Grievance Committee will report the committee's finding in writing to the Dean of the Graduate School.
- If the Grievance Committee finds that a violation of Graduate School rules or other violation has occurred, the chair of the committee will also communicate a recommended resolution.
- The Dean of the Graduate School shall make the final decision regarding the grievance and the recommendation of the Grievance Committee and shall notify all the participants in the proceeding.

The Ohio State University Medical Center Vendor Interaction Policy

Approved OSUMC Executive Cabinet, March 12, 2009
Policy effective July 1, 2009

Purpose

All healthcare professionals and institutions have an ethical obligation to provide safe, effective, patient-centered, timely, efficient, and high-quality care for their patients. In order to ensure that the care provided is always in the best interest of the patient, healthcare professionals and institutions should always strive to maintain the trust of their patients and to minimize any conflicts of interest in the delivery of care. The fiduciary nature of the relationship between patients and the healthcare professionals who treat them is based on an inequality of information about medicine and an imbalance of control between the parties. However, it is also based on an implicit understanding that a healthcare professional will make decisions that are in the best interest of the patient as opposed to the best interest of the professional.

Over the past twenty years, healthcare professionals have continued to redefine the appropriate ethical boundaries for relationships with vendor corporations and their representatives that have an interest in marketing products or services to professionals, institutions and patients. Since the early 1990's, a variety of professional and vendor organizations have developed broad statements of ethical principles related to this issue. In the last few years, a number of medical centers and medical schools have developed detailed policies that operationalize those ethical statements. These policies tend to include (but are often not limited to) a focus on the issues of gifts to healthcare professionals, payment to healthcare professionals for consulting or other advisory work, and payment to healthcare professionals who participate in speakers' bureaus or other educational programs.

The purpose of this policy is to outline a set of acceptable business practices and ethical principles that will guide the interactions of all faculty, staff, and trainees of The Ohio State University Medical Center with vendor corporations and vendor representatives. The goal of this policy is not to completely or even materially limit the ability of vendor representatives to enter Medical Center facilities or to interact with individual Medical Center staff members. A separate policy entitled "Vendor Access and Control" covers the physical access of our facilities for vendor representatives. Ethical relationships between healthcare professionals, institutions, and vendor representatives can often be beneficial for all parties involved – including patients – in that these relationships may be the basis of advances in research, education and patient care. The goal of this policy is simply to place ethical boundaries on the actions of both parties.

Policy

1) Definitions:

a) Scope: This policy applies to all sites operated by or affiliated with the OSU Medical Center including but not limited to:
the OSU Health System, including all hospital business units, the Primary Care Network and the Specialty Care Network.
the James Cancer Hospital and Solove Research Institute.

the Office of Health Sciences.

the College of Medicine including the School of Biomedical Sciences, the School of Allied Medical Professions, and all clinical departments.

the Comprehensive Cancer Center, the Davis Heart Lung Research Institute, and all other research labs or other entities under the OSU Medical Center.

the sites operated by Ohio State University Physicians (OSUP) and Nationwide Children's Hospital will operate under a vendor interaction policy with similar principles that will be adopted by their respective organizations.

b) Medical Center Unit: The use of the term "Medical Center unit" in this policy refers to an identifiable administrative unit within those areas outlined in section 1.a of this policy. For example, this could include an academic department, a division, a training program, a research center, a diagnostic department, a patient care unit, etc.

c) Medical Center Staff: The use of the term "Medical Center staff" in this policy applies to: All regular faculty members, auxiliary faculty members employed full-time by the University, and all employees (including clinical, administrative, clerical and other support staff members) working within any entity within or affiliated with the OSU Medical Center as noted in section 1.a.

The term also applies to any student, intern, resident, clinical fellow, postdoctoral fellow, or other trainee enrolled in an educational program through the OSU College of Medicine or one of its departments.

The term also applies to all members of the medical staff of University Hospital and/or the James Cancer Hospital who may or may not be directly employed by the University.

This policy does not apply to auxiliary or volunteer faculty (e.g., those with a "no salary" appointment) who are not working at a site noted in Section 1.a. However, those individuals are strongly encouraged to adopt this policy in their respective practices, especially when OSU trainees are rotating in that setting.

d) "Off-site and After-Hours Activities": For those individuals to whom this policy applies as defined in this section, this policy should be considered to apply equally to both on-campus activities as well as off-site, out of town, or after-hours (e.g., evening, weekend, etc.) activities.

Vendor Corporation: This policy applies to those businesses, corporations or other entities that supply or wish to supply equipment, goods, services or other clinically related products to physicians, nurses, administrators or hospitals. This also includes organizations to which OSUMC patients are referred for clinical services (e.g., extended care facilities, skilled nursing facilities, etc.).

Vendor Representative: This policy applies to any individual who is employed by or who represents any entity defined in section 1.e who is not also an OSUMC faculty member, staff or student. Vendor representatives are guests of the Medical Center and, as such, must provide their services in accordance with acceptable rules of conduct as determined by this policy and in a manner that provides the greatest benefit to the Medical Center and to our patients.

Continuing Medical Education (CME) or Continuing Education: In this policy, the use of the terms "continuing medical education" and "continuing education" relate to a certified or accredited continuing professional education activity that provides credit toward maintenance of licensure for a healthcare professional. For example, CME in this document means a program that has been certified to provide Category 1 CME credit by an Accreditation Council for Continuing Medical Education (ACCME) accredited CME provider.

2) Gifts to Individuals

Individual Medical Center staff members are prohibited from accepting any gifts from vendor representatives or vendor corporations regardless of the value of the gift. This includes items of minimal value like pens, mugs, notepads, etc. that have been commonly distributed by vendors in the past.

Individual Medical Center staff members may receive marketing, instructional, warning or other educational information from a vendor about the vendor's products at any time.

Any gifts that are delivered directly to an individual Medical Center staff member at any site must be either:

Returned directly by the Medical Center staff member to the vendor, or

Forwarded to the Medical Center Corporate Compliance Office (N-143 Doan Hall) which will return the gift to the vendor.

In either case, a standard letter will be prepared by the Compliance Office that should accompany the returned gift that explains that individuals can no longer accept any gifts from vendors.

3) Gifts to Medical Center Units

Any Medical Center unit may accept cash donations, gifts or other items of value that support the education, clinical or research missions of the unit from a vendor corporation in accordance with this policy.

Any donations or gifts accepted by a Medical Center unit should remain the property of the Medical Center.

i) In the case of a cash donation to a Medical Center unit, those funds may be used by a Medical Center unit to:

(1) purchase items that may be given to individual Medical Center staff members to use in relation to their professional duties (e.g., textbooks for trainees) or

(2) to compensate individual Medical Center staff members for work done on behalf of the Medical Center unit.

Samples of equipment for non-patient care related activities (e.g., sample research equipment, a sample textbook for evaluation for use in a course, etc.) may be accepted by Medical Center units in accordance with the policies of the respective purchasing department assigned to work that Medical Center unit.

These non-patient care related sample equipment must remain the property of the Medical Center unit.

d) When working with vendors who would like to provide a donation, gift, or other item of value to a Medical Center unit, the unit leadership must work with Medical Center development to ensure that the gift is appropriately processed and that the vendor gets appropriate recognition with the University for the gift. When possible, Medical Center development should be contacted before the plans for the gift are finalized to ensure that appropriate processes are followed.

If the gift is provided to support a research project or program, OSURF must be contacted regarding the policy for accepting funds to support research programs.

If the gift is provided to support a CME education program, the Center for CME must be consulted regarding the policy for accepting funds to support a CME education program.

If the gift is provided to support a GME training program, the GME Office must be consulted regarding the policy for accepting funds to support a GME training program.

If the gift is for another purpose beyond those listed above, the unit accepting the gift must work with the appropriate University or Medical Center administrative oversight entities to coordinate the gift based on the gift's purpose.

e) All donations and gifts from vendors to Medical Center units should be documented in writing.

Although no specific form is required, at a minimum, this documentation should include:

the total amount of the gift,

the timeframe over which the gift will be given (e.g., lump sum, quarterly, annually, etc.), and

the intended use of the funds or the gift.

f) All gifts to a Medical Center unit of greater than \$10,000 (either in individual or cumulative gifts from one vendor to one unit over the course of a fiscal year) must be reviewed by the Medical Center Associate General Counsel's Office to ensure that they are being documented and managed appropriately.

4) Meals

Vendors are prohibited from directly supplying meals, food, snacks or other food items to Medical Center staff. The exceptions to this rule are:

a modest meal as part of an event that grants CME or other continuing education credit when the event is sponsored by the vendor. This does not include departmental Grand Rounds or other OSUMC sponsored CME/CE events that are officially sponsored by a Medical Center unit but that may have some funding support from a vendor corporation.

a meal in conjunction with an individual's role as an advisor or consultant to a vendor corporation. Medical Center units are allowed to provide meals, food, snacks or other food items to staff members at any time in accordance with applicable Medical Center and University policies. The source of funding for the unit to provide such food may be a donation from a vendor or vendor representative but the Medical Center unit must be responsible for providing and paying for the food.

5) Vendor Sponsored Events

Medical Center staff members are permitted to attend, participate in and/or lead any off-site event that offers CME or other continuing education credit regardless of the sponsor of the event.

Individual Medical Center staff members may attend any non-CME/CE dinners or other events sponsored by a vendor only if the staff member pays for their own meal, beverages, etc. Documentation of payment by the individual should be maintained and must be produced upon request by a supervisor.

Individual Medical Center staff members are prohibited from receiving payment or gifts in exchange for attendance as an audience member at any event.

An individual Medical Center staff member is permitted to accept an item with a vendor logo on it in conjunction with an educational conference (e.g., a tote bag, a water bottle, etc.) if:

the item has the name of the conference or sponsoring organization on it,

the item is provided by the educational conference

the item is provided to all conference attendees

Meetings with vendors regarding the potential purchase, lease or rental of equipment or services from the vendor and any meals provided at such a meeting must be in accordance with the policies of the respective purchasing department working with that Medical Center unit and the laws of the State of Ohio. In general, all costs for meals, travel, lodging, etc. for these meetings should be covered by a Medical Center unit and not by the vendor unless explicitly approved by a member of the purchasing department or other senior administrator.

Vendor sponsorship

If a vendor is interested in providing support to a Medical Center unit to underwrite an educational event or conference (including for the purchase of food by the Medical Center unit), the vendor should make a monetary donation to the Medical Center unit to facilitate the event.

- (1) The planning and coordination of the event must remain under control of the Medical Center unit that is sponsoring the event.
- (2) The donated funds must remain under the control of the Medical Center unit that is sponsoring the event.
- (3) The Medical Center unit is required to provide appropriate recognition of the vendor support for the event especially when the activity is granting CME or other continuing education credit.
- (4) At the discretion of the Medical Center unit leader responsible for the event, the vendor representative(s) from the corporation providing support for the event:
 - (a) May attend the event
 - (b) May be introduced/recognized at the event
 - (c) May set up a table in an area adjacent to but separate from the educational event where he/she may distribute marketing or scientific literature
 - (d) May not distribute any gifts or meals, beverages, snacks, candy or other food items
 - (e) May not conduct any marketing or commercial activities within the room where the educational event is occurring
- (5) Vendors are prohibited from providing funds directly to any Medical Center staff member to attend any CME or other continuing education event (with the exception of section 5.e.ii below). Vendors

wishing to provide support for a specific CME or other continuing education event or program should make a donation to the sponsor of the event to reduce the cost for all attendees.

ii) In the case of students, house staff, and other trainees, a vendor may provide support for one or more individual trainees to attend an educational conference with the following stipulations:

(1) The individual(s) chosen to attend the event must be chosen by the director of the educational program or the department chair.

(2) The director of the educational program must approve the educational conference that is being attended to ensure that the conference is of substantial value to the trainee's education.

(3) The Vice Dean for Education or the Associate Dean responsible for the educational program must also endorse the decision of the program director.

(4) The funding support must be given to the Medical Center unit which will then either pay for the expenses or reimburse the individual(s) for the expenses related to attending the event.

6) Consulting, Speakers' Bureaus and Other Business Arrangements

a) Individual Medical Center staff members may serve as paid consultants or advisors to vendor corporations in accordance with this and other applicable University policies on work outside the University (please see University HR Policy 1.30 and applicable Faculty Senate Policies).

Medical Center staff members may receive complimentary meals from a vendor only in direct relation to their work for the vendor as a paid consultant or advisor (e.g., a lunch or dinner at an advisory committee meeting). This does not include meals or gifts from a vendor not in conjunction with their work as an advisor or consultant (e.g., one-on-one lunch with a vendor representative unrelated to their paid position).

Any paid advisory or consulting relationships must be disclosed by a Medical Center staff member in the course of leading any educational activity for Medical Center students, house staff, faculty, or other employees if the topic being discussed relates to products or services that they provide consultation on to the vendor. This includes both CME/CE and non-CME/CE educational activities.

Any paid consulting relationship with a vendor corporation must be disclosed through the annual University disclosure process and should be discussed directly with the individual's unit leader.

Consulting or advisory relationships should be entered into by Medical Center staff members carefully. The work that will be done for the vendor corporation must be:

(1) generally commensurate with the amount of compensation provided by the vendor and

(2) the compensation must approximate fair market value.

There should be a signed agreement that outlines, at a minimum, the work to be done for the vendor corporation and the compensation to be provided by the vendor.

(1) If this agreement is between the vendor and the individual, all aspects of University HR policy 1.30 and Faculty Senate Rules still apply.

(a) The agreement with the vendor must be produced by the individual staff member if requested by a Medical Center unit leader or by the University.

(b) The individual must report to the University if any intellectual property will be created as a part of this activity.

(2) If this agreement is between the vendor and the University, the Medical Center, or a Medical Center unit, the document should be reviewed and approved in advance by the office of the Medical Center Associate General Counsel.

Faculty and staff serving as a paid consultant, advisor, etc. for a vendor should comply with University HR and faculty policies regarding the requirement to use appropriate leave time for these activities when required.

b) Speakers' Bureau and Educational Events

Medical Center staff members are permitted to participate in a vendor-sponsored speakers' bureau or other educational event only:

(1) when the presentation is to be made in an academic setting (e.g., grand rounds, visiting professor, guest lecturer etc. at an academic medical center or other teaching hospital), or

(2) at any event granting CME/CE credit regardless of the location, or

(3) when the presentation is an educational or training activity for a vendor's employees

When presenting at a vendor-sponsored speakers' bureau or other educational event, any slides and other information presented by the Medical Center staff member must have been prepared by the Medical Center staff member. Use of slides or other vendor-prepared educational materials by the Medical Center staff member is not permitted with the exception of FDA-approved slides that are mandated for use when discussing a specific product.

Medical Center faculty members may receive an honorarium or speaker fee for lecturing in a permitted vendor sponsored or supported educational event as defined in this policy.

(1) If the event occurs in an academic setting (i.e., an academic medical center, teaching hospital, etc.), the honorarium or speaker fee must be from the academic institution.

(2) If the event occurs as a part of a CME/CE event, the honorarium or speaker fee must be from the organization sponsoring the CME/CE event.

Medical Center faculty members are prohibited from receiving a retainer or other similar payments simply for being a member of a speakers' bureau. Any payments for involvement with a speakers' bureau must be in relation to actually performing a service as a speaker, lecturer, etc.

In accordance with University policies, non-faculty employees are never permitted to receive an honorarium for such an event.

Medical Center faculty members are prohibited from participating in and receiving an honorarium for a vendor sponsored “speakers’ bureau” event when the goal of the activity is marketing of the vendor’s products.

“Token consulting” arrangements are strictly forbidden.

“Token consulting” arrangements are agreements to pay a Medical Center staff member for consulting or advising a vendor corporation when either:

- (1) No substantive work is done on behalf of the vendor, or
- (2) The work done for the vendor is not commensurate with the amount of compensation provided by the vendor, or
- (3) When the compensation is not at fair market value as determined by acceptable benchmarks (e.g., AAMC faculty or MGMA practicing physician salary benchmarks).
- (4) If there are any concerns that a consulting arrangement could be considered “token consulting,” please consult the office of the Medical Center Associate General Counsel for further review.

Ghost-writing of publications, abstracts, case reports or other scholarly work by vendor representatives on behalf of a Medical Center staff member is strictly prohibited. Faculty and staff should be aware of published guidelines in the medical literature regarding taking credit for authorship of an article, abstract, or other scholarly work.

7) Promotional materials

Vendor corporations and vendor representatives are prohibited from directly placing any promotional materials or educational materials in any patient care area or waiting area of any Medical Center inpatient or outpatient site.

Medical Center units and individual staff members are permitted to distribute or display high-quality patient education materials produced by a vendor corporation in patient care areas or waiting rooms of any inpatient or outpatient site provided that the materials are unbiased and are not product-specific.

c) Promotional materials that are product-specific or that directly market a vendor’s products may be distributed to patients:

only after they have been reviewed specifically by the Medical Center unit to ensure that they are generally complete and accurate regarding the vendor’s product, and only after it is determined that the patient needs or potentially needs to use the product or medication covered in the promotional material, and preferably by the unit’s faculty or staff and not directly by a vendor representative.

This policy should not be construed in any way to limit the distribution of accurate and complete instructions for use or safety warnings for any product or medication regardless of the source of the information after an item has been ordered or prescribed for use by a patient.

8) Samples

In order to ensure patient safety and the appropriate storage and distribution of medication samples, the distribution of medication samples will be prohibited except as noted under Section 8.b below.

i) In an attempt to minimize the need for samples:

(1) vendors are encouraged to provide vouchers to clinical units or clinics within the Medical Center that may be distributed to patients. These vouchers, in addition to a valid prescription, will allow a patient to receive free or discounted medications at a retail pharmacy.

(2) prescribers are encouraged to prescribe generic medications for those patients who cannot easily afford prescription medications and in those clinical situations when a generic medication is appropriate for the patient's condition.

If members of a clinical unit believe that their clinical practice requires the continued use of medication samples for a specific medication or for a special patient population, they may apply to the Health System Pharmacy and Therapeutics Committee for an exception to this rule. As a part of that approval, the unit or clinic will be required to annually report the following to the Pharmacy and Therapeutics Committee:

The medication samples that are routinely stocked in the clinic,

The process for ensuring the proper storage, security and distribution for samples,

The process for monitoring the expiration dates on medication samples, and

The process for the documentation of distribution to patients.

For non-medication product samples, the unit or clinic should ensure that any samples provided to patients are appropriately packaged, in good condition and have not expired.

9) Conflict of Interest in Purchasing Decisions

Any Medical Center staff member who is involved in the evaluation of a product, selection of a vendor, negotiation with a vendor, or the decision to purchase a product must fully disclose any equity positions, consulting agreements, or other compensation relationships between him/herself or a member of his/her family (as defined by applicable University policy) with a vendor under consideration. This conflict of interest should be disclosed in writing to the Medical Center staff member's direct supervisor as well as to the applicable staff from the respective purchasing department assigned to the purchase.

Both the individual's supervisor as well as the respective purchasing department staff member are required to review the conflict of interest with the Medical Center staff member. If the conflict of interest is significant or cannot be managed appropriately in the opinion of the supervisor or the purchasing department representative, the individual must remove themselves from the process. If additional assistance is needed to evaluate the conflict of interest, the Medical Center Associate General Counsel, the Professionalism Council and the Office of the Senior Vice President are additional resources that can be utilized.

If an individual Medical Center staff member is in any position to materially benefit from the Medical Center relationship with the vendor or if the conflict is deemed too significant by either the Purchasing

Department or the individual's supervisor to be managed appropriately, the individual must immediately remove him/herself from any further discussions, meetings or negotiations.

Any Medical Center staff member who is involved in the evaluation of a product, selection of a vendor, negotiation with a vendor, or the decision to purchase a product should be generally familiar with all Purchasing Department policies regarding their role in the process.

Communication between Medical Center staff members and vendor representatives related to selection of a vendor, negotiation with a vendor or a decision to purchase a product should occur only in accordance with Purchasing Department policies.

All costs related to meals, travel, lodging, etc. for meetings, site visits, or other activities related to a purchasing decision must be covered by a Medical Center unit and not the vendor unless explicitly approved by a member of the Purchasing Department or other senior administrator.

10) Conflict of Interest in Research

Individual Medical Center staff members involved in any form of research should be generally familiar with and compliant with any applicable Medical Center, University, OSURF and IRB policies that govern conflicts of interest in research.

Funding or other support for research from vendors may be received in accordance with applicable Medical Center, University, OSURF and IRB policies that govern industry-funded research.

As a part of the IRB approval process, individual Medical Center staff members must disclose to the IRB any financial conflicts regarding the research they are undertaking according to applicable Medical Center, University, OSURF and IRB policies.

As a part of the informed consent process, individual Medical Center staff members must disclose to prospective research subjects any substantial conflicts of interest regarding the research they are undertaking when required to do so by the IRB.

11) Non-compliance

Medical Center unit leaders are charged with ensuring that all Medical Center staff members (e.g., faculty, staff, trainees, etc.) in their unit are educated about this policy.

If a potentially non-compliant act or event is brought to the attention of any Medical Center unit leader, that leader must either directly investigate the issue or refer the issue to their supervisor or to the Professionalism Council for further investigation.

Reporting of potential non-compliance with this policy may be done through a variety of mechanisms.

i) Report entered in the Ethics Point compliance reporting system

(1) Web URL: <https://secure.ethicspoint.com> then select Ohio State University as the organization.

(2) Toll Free number: 1-866-294-9350

ii) Report directly to the Medical Center Compliance Office

iii) Report directly to Medical Center Risk Management

iv) Report to an appropriate unit, department or Medical Center leader

Determination of non-compliance and disciplinary action: Determination of non-compliance by a vendor representative or OSUMC staff member and the determination of any disciplinary action will be done with the cooperation of the applicable administrative, academic, research and/or clinical unit leadership where the alleged issue(s) occurred. For faculty members, this should also include the Department Chair for the individual involved. Additional assistance in any investigation, determination of non-compliance with this policy, or determination of disciplinary action can also be provided by the Chief Medical Officer, OSUMC legal counsel, the Dean, the Office of the Senior Vice President, or the Professionalism Council.

Vendor non-compliance: Each issue of non-compliance with this policy will be dealt with on an individualized basis taking into account the actual events that occurred and any previous non-compliance with OSUMC policies. Non-compliance may result in actions including, but not limited to, a warning, a temporary suspension of access to the Medical Center, permanent revocation of the individual vendor representative's access to the Medical Center, or complete termination of business with the vendor corporation.

f) Staff non-compliance: Each issue of non-compliance with this policy will be dealt with on an individualized basis taking into account the actual events that occur, any previous non-compliance with OSUMC policies, and the individual's overall applicable work or academic record. Any disciplinary action will be consistent with regard to existing disciplinary policies that apply to the individual in question. Non-compliance may result in disciplinary action, including but not limited to, a warning, probation, suspension, removal from a position whose duties include vendor interaction, or termination.

Any disciplinary action may be appealed in accordance with applicable Medical Center and University HR policies and through a process that is based on the individual's status within the University (i.e., student, faculty, A&P staff, trainee, union member, etc.).

12) References

- 1) OSU Health System Policy 09-14, "Vendor Access and Control"
- 2) *Report of the AAMC Task Force on Industry Funding of Medical Education*, Association of American Medical Colleges, 2008.
- 3) *The Scientific Basis of Influence and Reciprocity: A Symposium*, Association of American Medical Colleges, 2007.
- 4) Chapter 2921 of the Ohio Revised Code
- 5) PhRMA Code on Interactions with Healthcare Professionals, PhRMA, April 2002
- 6) OIG Compliance Program Guidance for Pharmaceuticals Manufacturers, April, 2003
- 7) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-8.061 – *Gifts to Physicians from Industry*
- 8) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-9.011 – *Continuing Medical Education*
- 9) *White Paper on the Relationship of GME and Industry*, Accreditation Council on Graduate Medical Education (ACGME), 2002.

10) *Resident Physician and Medical Industry Interactions: Guiding Principle*, Association of American Medical Colleges, 2003.

11) Ohio State University HR Policy 1.30 – “Conflict of Interest and Work Outside the University”

12) Ohio State University Faculty Senate Policy – “Paid External Consulting Policy”

13) Ohio State University Faculty Senate Policy – “Financial Conflict of Interest Policy for Faculty”

Approved by the OSUMC Executive Cabinet, March 12, 2009

Effective July 1, 2009