



ROGERS STATE
UNIVERSITY

SCHOOL OF NURSING
AND HEALTH PROFESSIONS

**MASTER'S OF SCIENCE IN NURSING
(MSN)
Nursing Student Handbook**

ROGERS STATE UNIVERSITY

Rogers State University recognizes its obligation to guarantee equal opportunity to all persons in all segments of the University. This commitment stems not only from compliance with federal and state equal opportunity laws but from a desire to ensure social justice and promote campus accessibility. The University will continue its policy of fair and equal treatment of all individuals without insidious discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age (40 or older), religion, political beliefs, disability or status as a veteran.

Rogers State University is committed to providing students with disabilities access to educational programs and services. Any student who has a disability that he or she believes will require some form of academic accommodation must register with Student Disability Services before any educational accommodation can be provided. Please note this process can take several weeks.

Students needing more information about Student Disability Services should contact the Office of Student Affairs at Rogers State University, 1701 W. Will Rogers Blvd., Claremore, OK 74017 (918)343-6828 [Disability Services Webpage](#)

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Welcome to the Rogers State University School of Nursing

The nursing faculty is looking forward to a productive year of learning and academic work. We value students as individuals and endeavor to be helpful, courteous, and caring in our interactions with each student. To do this, we do our best to keep you informed about your progress and the areas needed for improvement. We encourage students to likewise communicate early and often.

A learning environment in which students encounter various experiences of nursing education may be stressful. Nursing is a rigorous, academic discipline. Students are challenged to adapt to new ways of learning and to manage stress as they progress in their education. If you are experiencing difficulties, please speak to a faculty member of the course in which you are enrolled.

Included in this handbook are the Nursing Program's philosophy and operational framework for the Traditional Bachelor of Science degree nursing program as well as School and University policies and information that

Best wishes as you pursue your graduate nursing degree!

will be useful during your educational experiences. Please note that the Rogers State University Student Code of Responsibilities and Conduct is incorporated into this Handbook and all Nursing students are subject to it. These policies ensure that the rights and responsibilities of all involved are clearly stated and protected. The nursing faculty adhere to the policies and information in this handbook and reserve the right to make changes through committee action.

RSU Nursing Faculty

The RSU Nursing Student Handbook supports the annual
Rogers State University Catalog and the
Rogers State University Student Code of Responsibilities and Conduct

See [Student Conduct webpage](#)

I. Mission/Philosophy Statements

ROGERS STATE UNIVERSITY

MISSION STATEMENT AND PURPOSES

Who We Are

Rogers State University is a regional university, located in northeastern Oklahoma, governed by the Board of Regents of the University of Oklahoma within a state system coordinated by the Oklahoma State Regents for Higher Education. As a university, we are committed to the preservation, transmission, and advancement of knowledge.

Our Mission

Our mission is to ensure students develop the skills and knowledge required to achieve professional and personal goals in dynamic local and global communities.

Our commitments, which support the RSU mission, are as follows:

1. To provide quality associate, baccalaureate, and graduate degree opportunities and educational experiences which foster student excellence in oral and written communications, scientific reasoning, and critical and creative thinking.
2. To promote an atmosphere of academic and intellectual freedom and respect for diverse expression in an environment of physical safety that is supportive of teaching and learning.
3. To provide a general liberal arts education that supports specialized academic programs and prepares students for lifelong learning and service in a diverse society.
4. To provide students with a diverse, innovative faculty dedicated to excellence in teaching, scholarly pursuits, and continuous improvement of programs.
5. To provide University-wide student services, activities, and resources that complement academic programs.
6. To support and strengthen student, faculty, and administrative structures that promote shared governance of the institution.
7. To promote and encourage student, faculty, staff, and community interaction in a positive academic climate that creates opportunities for cultural, intellectual, and personal enrichment for the University and the communities it serves.
8. To assist both freshmen and transfer students through their first year at RSU in their professional and personal goals. Learners, who feel more connected at the university and supported by faculty and staff, are more successful and more satisfied with their overall college experience.

COLLEGE OF PROFESSIONAL STUDIES

MISSION STATEMENT

The mission of the College of Professional Studies (CPS) is to develop students' skills and knowledge so they can successfully perform in their professional career of choice, and to prepare them to be lifelong learners in a diverse society. This is accomplished in a positive academic climate which is supported by academic and intellectual freedom, and faculty who are dedicated to a quality educational experience.

Curricula for the associate, bachelors, and graduate degrees are developed by expert faculty who are dedicated to excellence in teaching, research, and university service. The programs in the CPS are dynamic and foster student achievement of their personal and professional goals reflective of their field of study. Innovative teaching strategies are used across diverse educational platforms to facilitate student learning outcomes.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

MISSION STATEMENT

The School of Nursing and Health Professions is contained within the College of Professional Studies. Additionally there are nine academic departments at Rogers State University. Each academic program supports the mission of Rogers State University. The school mission is to prepare students to achieve personal and professional goals and to educate safe and competent beginning practitioners of selected health fields. The school also prepares students majoring in other fields with health courses to support their degrees.

The faculty is committed to excellence in teaching and student service. Learning is best accomplished by providing students with accurate and reliable information, opportunities for individualized learning experiences, and guidance and direction through supportive services. The teacher-learner relationship is enhanced when accountabilities and expected outcomes are clear. Students are supported and guided by the faculty to become active participants in learning to achieve professional and personal goals. The nursing faculty believes that scientific reasoning and critical thinking are reflected as clinical judgment.

The purpose of the RSU School of Nursing and Health Professions is to:

1. Provide bachelor's and graduate degrees and educational opportunities for students, both traditional and nontraditional.
2. Provide opportunities for students to demonstrate competence in written and oral communications, scientific reasoning, and critical thinking, which emphasizes qualitative as well as quantitative skills.
3. Promote and encourage a positive academic climate with students, community, faculty, and staff for instruction and communication.

RSU NURSING

MISSION STATEMENT

The Rogers State University Nursing Program exists to provide selected students with educational opportunities, in classroom and clinical settings, to prepare for entry into the profession of nursing at the bachelor or graduate levels.

Graduates of the Rogers State University bachelor's degree (BSN) Nursing Program are eligible to take the National Council Licensure Examination (NCLEX) to become a Registered Nurse. The bachelor's degree graduate is prepared to enter nursing practice by gaining a rich foundation in the liberal arts with an emphasis on oral and written communications, scientific reasoning, and critical thinking. The BSN nursing graduate accomplishes RSU's commitment to enhancing regional health care by incorporating principles of health promotion and disease prevention at an entry-level, through the application of professional communication methods and the incorporation of evidence-based practice during the provision of nursing care.

Graduates of the Rogers State University master's degree in Nursing (MSN) will build upon baccalaureate education and prepare students for advanced roles in nursing, including:

- Nursing Educators in both clinical and academic settings, or
- Nursing Managers and Leaders in healthcare organizations

PHILOSOPHY

The nursing faculty supports the mission of Rogers State University. The faculty believe nursing education is best suited to institutions of higher learning and that evidence-based practice and the use of critical thinking provide the foundation for appropriate clinical decision making.

The philosophy of the School of Nursing is consistent with that of the University's mission as it prepares leaders in health care. The Essentials of Master's Education in Nursing document by AACN in conjunction with the Oklahoma Board of Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education provide the foundation to the curriculum for the MSN tracks.

As an innovative faculty dedicated to the excellence of the Rogers State University nursing program, the essential goal is to produce professionals who demonstrate safe patient practice while applying clinical reasoning to health promotion and disease prevention. We believe that our students must be ethically and morally responsible for their actions while collaborating and using professional communication within the healthcare environment. We believe that our students will effectively and efficiently use information management and technology to aid in quality improvement of patient care and integration of healthcare policies affecting current healthcare systems. From our leadership in these areas, we will prepare our practice from a lens of cultural competence for the advancement of individuals, communities, healthcare systems, and ultimately to promote the profession of nursing.

Description of the Master's of Science in Nursing Degree:

Master's of Science Degree in Nursing (MSN): The Master's Degree in Nursing is designed to build upon the prior learning of a bachelor's prepared nurse. The Master's degree in nursing tracks will increase the knowledge and experience of the nurse in the fields of nursing education or nursing leadership and management, allowing the nurse to continue growth in areas of demand in local and global healthcare.

The MSN degree will prepare and expand opportunities into nursing education or nursing administrative or management roles at various healthcare organizations. Further the MSN degree nurse will be prepared for the progression to doctoral programs.

Distance Learning

RSU DISTANCE LEARNING PHILOSOPHY

Mindful of RSU's mission, distance learning at RSU remains committed to excellence in teaching and student service, regardless of the location. Continually evolving and growing, flexibility is the central concept that guides this segment of the RSU campus. (2022-2023 Bulletin, p.56)

SCHOOL OF NURSING AND HEALTH PROFESSIONS DISTANCE LEARNING PHILOSOPHY

The School of Nursing and Health Professions supports the University's mission and incorporates a strong commitment to distance learning. The department seeks to meet learners where they are by providing high quality, engaging distance learning opportunities. (Faculty Governance, 03/11/2020)

Master's of Science in Nursing

End-of-Program Student Learning Outcomes

MSN Program Student Learning Outcomes:

1. Prepare registered nurses for leadership roles in education and management by building upon baccalaureate educational foundation. **(Competency 7, 8)**
2. Synthesize knowledge from nursing research and evidence-based practice to problem solve and make sound clinical, academic, and/or managerial decisions. **(Competency 3)**
3. Demonstrate innovation in the use of technology and data to positively impact healthcare systems and academic organizations. **(Competency 5)**
4. Appreciate social, cultural, political, legal, and ethical issues which impact the profession of nursing in advanced nursing roles. **(Competency 1, 4, 5)**
5. Develop skilled, caring communication to influence change in organizations. **(Competency 2)**
6. Develop an educational foundation for doctoral study in nursing. **(Competency 8)**

(OBN Nursing Competencies by Educational Level Guidelines for Nursing Practice and Education in Oklahoma, 2024)

II. Accreditation and Approval

The Rogers State University Masters of Science in Nursing (MSN) Program is currently applying for candidacy by the Accreditation Commission for Education Nursing (ACEN), Inc. ACEN

establishes national criteria for nursing education programs throughout the nation. These criteria are aimed at improving and assuring the highest quality of nursing education. Contact information for ACEN:

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Telephone: 404.975.5000

Fax: 404.975.5020

E-mail: <https://www.acenursing.org/contact-us> or [ACEN Website](https://www.acenursing.org)

Rogers State University Prelicensure Nursing Programs are approved by the Oklahoma Board of Nursing (OBN). The Board of Nursing, by law, has authority and legal jurisdiction over basic educational programs of nursing, nursing practice, and nursing licensure in Oklahoma. The Oklahoma Nurse Practice Act and Rules are available on the Oklahoma Board of Nursing website at [Oklahoma Board of Nursing](https://www.ok.gov/obn). Contact information for OBN:

Oklahoma Board of Nursing

2501 N. Lincoln Blvd., Ste. 207

Oklahoma City, OK 73105

Telephone: 405.962.1800

Fax: 405.962.1821

Email: obnwebmaster@nursing.ok.gov

The Rogers State University Nursing Programs are approved by the Higher Learning Commission (HLC), a regional accreditor in the United States. HLC was formed in 1895 with a common purpose: The continuing improvement of higher education.



HIGHER LEARNING COMMISSION

Higher Learning Commission

230 South LaSalle Street Suite 7-500

Chicago, Illinois 60604-1413

1-800-621-7440 <https://www.hlcommission.org/>

National Council for State Authorization Reciprocity Agreements

3005 Center Green Drive, Suite 130

Boulder, CO 80301

303-848-3275 phone | nc-sara.org/sara-institutions

III. Program Location

Main Nursing Program Campus

The nursing program is administered from the main campus, at 1701 W. Will Rogers Blvd, Claremore, OK.

Offices of Graduate Studies, Associate Dean, Undergraduate Program Coordinator, Records & Accreditation Specialist and the Administrative Assistant are located in the Health Sciences Building.

IV. Admissions and Enrollment

A. Admissions Policy to MSN

To be considered for admission into the Master's of Science in Nursing (MSN) program, an applicant must:

1. Be admitted to Rogers State University.
2. Completion of an Application for the RSU MSN program
3. Submission of official transcripts from all colleges, universities, and/or nursing schools attended.
4. Hold a valid, unencumbered Registered Nurse (RN) license in the United States. **Note:** Any change in the status of the license is to be reported to the Graduate Office.
5. Hold a bachelor's degree in any field from an accredited college or university. A degree in a nursing or health related field is recommended, but not required.
6. Must have a cumulative undergraduate GPA of 3.0 or above.
7. Understand that All MSN courses will be taught in American English. Assignments, tests, papers, and correspondence with instructors are expected to be completed in English. It is the student's responsibility to secure translation services or transcription services.
8. Students who are non-native English speakers must demonstrate English proficiency by presenting a TOEFL score of 85 or higher on the internet-based (TOEFL iBT) with a sub-score of 26 for speaking; a DuoLingo score of 107 or higher; or an IELTS score of 6.5 or higher.

B. Readmission

"Readmission" is defined as any student previously enrolled in a nursing master's degree program. Readmission is not guaranteed. Every readmission request is reviewed by the Graduate Office on a case by case basis.

Procedure for readmission:

All applicants for readmission must reapply to the program.

C. Enrollment Requirements

Students must submit the following documents before the first day of class. Applicants are considered conditionally accepted until they have met the following requirements:

1. Transcript for previous Bachelor's degree in any field
2. Current and unrestricted registered nursing (RN) licensure
3. Student Acknowledgement & Release (MSN Handbook)

Enrollment in NURS 5553 Nursing Practicum I may require additional documentation for practicum experience. These documents may include, but are not limited to:

1. Immunization Records
 2. Practicum Packet Checklist
 3. Drug Screening
 4. Current CPR Card- American Heart Association, Basic Life Support
 5. Proof of Health Insurance
- *Required documentation not submitted may prevent ability to complete practicum hours. is the student's responsibility to maintain currency of all the above requirements.*

D. Projected Program Expenses

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar. Questions about tuition and fee payments should be directed to the Bursar at 918-343-7558.

[RSU Cost of Attendance](#)

Due to this program being online computer access (laptop/desktop) is required for coursework. Uses of the computer include but are not limited to: examination taking, online quizzes, assignment submission using Office or Google suite products, doing internet database research, and accessing MyRSU.

E. Exit Interview

All students exiting the program, for whatever reason, may be asked to participate in an exit interview to discuss the reason for the exit, the exit's effect on readmission, and to assist the student with other educational goals and opportunities.

F. Curriculum- Nursing Plans of Study

MSN Curriculum- Nursing Education Track- 32 total credit hours

Course Prefix & Number	Course Name	Credit Hours
CORE courses- (17 credits)		
NURS 5113	Advanced Roles, Responsibilities, and Influence in Nursing	3
NURS 5123	Advanced Research and Evidence-Based Practice	3

*HLSC 5333	Legal and Ethical Aspects in Health Care	3
NURS 5223	Modern Issues in Nursing	3
NURS 5522	Nursing Practicum I	2
NURS 5553	Nursing Capstone	3
Nursing Education Track (15 credits)		
NURS 5313	Assessment and Evaluation in Nursing Education	3
NURS 5323	Curriculum Development and Instructional Design	3
NURS 5333	Teaching Strategies in Nursing Education	3
NURS 5353	Advanced Instruction in Pathophysiology, Pharmacology and Health Assessment	3
NURS 5363	Accreditation and Program Evaluation in Nursing Education	3
Additional If Needed		
<i>NURS 5532</i>	<i>Nursing Practicum II (Only if needed for completion of Practicum)</i>	2

MSN Curriculum- Nursing Management and Leadership Track- 32 total credit hours

Course Prefix & Number	Course Name	Credit Hours
CORE courses- all students take (17 credits)		
NURS 5113	Advanced Roles, Responsibilities, and Influence in Nursing	3
NURS 5123	Advanced Research and Evidence-Based Practice	3
*HLSC 5333	Legal and Ethical Aspects in Health Care	3
NURS 5223	Modern Issues in Nursing	3
NURS 5522	Nursing Practicum	2
NURS 5553	Nursing Capstone	3

Nursing Leadership & Management Track (15 credits)		
*HLSC 5113	Strategic Management in Health Care	3
*HLSC 5223	Finance in Health Care	3
NURS 5413	Advanced Leadership and Management Skills for Nurses	3
NURS 5423	Healthcare Human Resource Management	3
NURS 5463	Regulatory Compliance for the Nurse Manager	3
Additional If Needed		
NURS 5532	<i>Nursing Practicum II (Only if needed for completion of Practicum)</i>	2

G. Grades and Academic Requirements

Grading Scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	60% or below

Students must maintain good academic standing in the program. No more than one “C” grade will be accepted towards the master’s degree. A course may not be repeated more than one time and no more than two courses in the program may be repeated.

H. Overall Grade Requirements

Per the RSU Office of Graduate Studies Handbook, the MSN program is aligned with the following:

- Program must be completed within 5 years.
- Students may request that a maximum of six applicable graduate credit hours, earned at any institutionally accredited institution, be applied toward a graduate degree At Rogers State University. Only grades of “B” or better will be considered for transfer credit. Graduate work earned more than five years prior to admission to the program will not transfer.
- Coursework applied to a previously earned graduate degree will not be applied.

- Students must maintain good academic standing in the program.
 - No more than one “C” grade will be accepted toward the master’s degree.
 - A course may not be repeated more than one time and no more than two courses in the program may be repeated.
- Grades lower than a C can mean dismissal from the program

I. Following Chain-of-Command

To prevent frustration and confusion, students should become informed about chain-of-command, or where to begin the communication sequence regarding a problem or concern. Students should start communications with the faculty member who is closest to the problem (i.e. the faculty who taught a class that the student is struggling with) then moving up the chain to the course leader, MSN Program Coordinator, Associate Dean or Dean respectively. This process gives the person closest to the problem an opportunity to know about, work on and solve the problem efficiently and without unnecessarily involving faculty and administrators distant to the problem.

J. Attendance

Students are responsible for the content, assignments, and material of any course in which they are enrolled.

V. General Policies and Procedures

A. Change of Name, Address, and Contact Information

Students with a change of name, address or contact information should provide this information to the Graduate Studies Office. Forms are located in the Graduate Studies Office and online. The student must maintain a current name, phone number and mailing address with the Graduate Studies Office and other pertinent offices (Registrar, Bursar, Financial Aid) across campus to ensure that vital communication is received by students.

B. University Email

Each student is provided a university email address. The University email address is the official means of electronic communication between administration, faculty and students. As a result, all communications to students regarding scholarships, policies, events, discipline, etc. are sent via the University email system. Administration and faculty expect that students check their campus email frequently (**at least every 24 hours**) to avoid missing important messages. Email delivery of a notice to the student shall serve as notice.

C. Inclement Weather

If the RSU campus closes due to inclement weather students **may not** attend practicum experiences. Students are required to communicate with the Practicum facilitator to reschedule.

If a student is unable to access the internet or has technical difficulties due to weather, students must notify faculty if hindering assignment completion and arrangements will be made.

D. Course/Faculty Evaluations

Students are given the opportunity to participate in faculty, course, and program evaluations. It is both the student's right and responsibility. Evaluation is viewed as the student's opportunity for input into curriculum development and the assessment of faculty effectiveness and student learning needs. Students are therefore encouraged to participate in all evaluations. Student evaluation of faculty is completed at the end of each semester.

Students evaluate faculty with whom they have had frequent contact with through classes and clinical experiences. Student assessments are anonymous and considered in the faculty's evaluation process.

E. Time Extensions

If the student is unable to meet the due date of an assignment or exam, the student must discuss this with the faculty member **BEFORE** the assignment is due. The faculty member may decide at his/her own discretion whether to grant an extension of the due date. If an extension is granted the faculty member and student will fill out a *Time Extension Form* with a designated deadline for submission. The student's grade may be affected if established deadlines are not met.

F. Student-Faculty Relationships

The relationship between a student and faculty member is based on trust, caring and principles of adult learning. Students are expected to assume responsibility as active participants in their learning and be self-directed learners. Faculty members are to give feedback regarding student progress in learning, both positive and negative, and support the student toward growth. The relationship is a professional, student/faculty relationship and is not a social relationship

G. Office Hours and Communications

Nursing faculty members' office hours will be posted outside their office door and within the introduction section of online courses. Full-time faculty members will post a minimum of eight (8) office hours per week on campus, virtually, phone, or online. These hours may vary from week to week. Students may communicate with faculty members to request meetings by contacting the faculty via email or phone.

H. Mobile/Cellular Phones and Personal Electronic Devices

A non-distracting environment is a key factor in the learning process. When attending practicum experiences the student should consider appropriate cell phone or electronic device use.

I. Tobacco Policy

The University is a tobacco-free campus. All forms of tobacco, including e-cigarettes/vapes, are prohibited on campus, including parking lots. Students are not allowed to use tobacco during practicum hours. The student is reminded that the odor of cigarette smoke may linger on the breath, hands, hair, and/or clothing. Appropriate measures should be taken to prevent offending clients, staff, peers, or faculty.

J. Drug and Alcohol Policy

Refer to the Student Code of Responsibilities and Conduct at [Student Code of Responsibilities and Conduct](#).

K. Emergency Contact

In an emergency situation, the Graduate Studies Office will attempt to contact the student. FOR THIS REASON, IT IS VERY IMPORTANT THAT **CURRENT** NAME, ADDRESS, PHONE NUMBER, AND INFORMATION REGARDING ANOTHER CONTACT PERSON BE ON FILE WITH THE GRADUATE STUDIES OFFICE.

L. References and Recommendation Letters

All faculty and students must follow the following procedure when a reference/recommendation letter is requested.

1. The student must get verbal permission from the selected faculty.
2. The student will complete the Release of Information form and submit it to the School of Nursing office. The form is found at [Nursing Student Release of Information](#).

M. Notification of Policy Changes

Each student documents their understanding of the policies contained herein by signing the Student Acknowledgement and Release. Should a policy require revision, or a new policy be developed, changes are communicated to students electronically within 10 working days of the revision/addition. Students are responsible for frequently checking email for communication and updates from the School of Nursing and Health Professions and Graduate Studies Office.

N. Student Representation on Faculty Committees

Students may volunteer to represent the MSN program at the Nursing Faculty Governance Committee (no more than 2 students per semester). The purpose of this representation is to assure student input to the Nursing Faculty that may be considered in the development of policies and procedures, curriculum, and program evaluation.

O. Stratton Taylor Library

The Stratton Taylor Library is available on the main campus for student use. Library hours and information about services are available at RSU Libraries. The library is not open during Thanksgiving break, Spring break or during Holidays.

P. Financial Aid Information

Financial aid is available to students through a variety of sources including grants, scholarships, loans, and part-time employment from federal, state, institutional and private sources. The student should refer to the RSU Bulletin section, specifically "Student Cost and Financial Aid". Students should be aware of the credit hour limitation for federally funded financial aid. [Financial Aid & Scholarships webpage](#).

Q. Intellectual Property

It is a common misconception that material on the Internet is free and may be shared, referenced, and reproduced freely. Rather, all intellectual property laws apply. Students are expected to post only material that is theirs by right of creation. Proper credit must be given for any material used which the student does not personally create. This includes images. For example, professionally done photos belong to the photographer and not the subject who only buys copies.

R. Copyright Policy

The materials on this course website are provided for the educational purposes of students enrolled in the Traditional BSN program at Rogers State University. These materials are subject to U.S. copyright law and are not for further reproduction and transmission.

PRIVACY: The internet may change or challenge notions of what is private and what isn't. Although the course is protected by a password, such tools are not perfect as human beings are using them. The student is relatively protected by the password, but no one can guarantee privacy on-line.

1. Course software enables the instructor to know which students have logged in, where in the course site they have visited, and how long they have stayed. Technology support people have access to information posted at the site.
2. Course Security: In the event the student uses a public terminal (for example, at a hotel or library), the student needs to completely close the browser software when finished. This will prevent another person from accessing the course using the student's identification, doing mischief in the student's name, and violating the privacy of other students. The student is not allowed to access the course to those not registered in the course. Passwords should be guarded.
3. Participants are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

S. Artificial Intelligence (AI) Policy

Acceptability and guidelines for the use of Artificial Intelligence (AI) in courses, on assignments, activities or other course related work is designated by the faculty in the course syllabus. The four categories of use below will be designated by the course faculty.

- Use Prohibited
 - o Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course. Each 25 student is expected to complete each assignment without substantive assistance from others, including automated tools.
- Use with prior permission
 - o Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course IF instructor permission is obtained IN ADVANCE. Unless given permission to use these tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.
- Use only with acknowledgement
 - o Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course if that use is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: “Chat-GPT-3. YYYY, MM DD of query). “Text of your query.” Generated using OpenAI. <https://chat.openai.com/>” Material generated using other tools should follow a similar convention.
- Use is freely permitted with no acknowledgement
 - o Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course; no special documentation or citation is required.

Duke University, 2024

T. Social Media

This social media policy relates to students engaged in school-related activities, such as interactions in or about practicum and theory course activities. Distribution of sensitive and confidential information is protected under HIPAA and Family Educational Rights and Privacy Act (FERPA), whether discussed through traditional communication channels or through social media. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user generated content. Examples include, but are not limited to: LinkedIn, Wikipedia, Second Life, Facebook, Instagram, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Tik Tok and YouTube.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information.

Members of the Rogers State University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to support and educate Nursing Program students and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or the educational, political, artistic or literary expression of students in classrooms and public forums. Instead, this policy is meant primarily to ensure students understand how to protect confidential information such as patient information, to help students avoid intellectual property violations, and to limit the use of electronic devices in classroom settings. Finally, as the Nursing Program is designed to prepare students to practice as nurses, the policy offers educational tips to students about online professionalism generally.

Refer to the Office of Graduate Studies Handbook for Social Media Policy.

VI. Nursing Program and Practicum Standards

A. Professional Standards for Nursing Students

All nursing students are expected to comport themselves in a manner consistent with the standards of the nursing profession. Students engaged in unprofessional conduct are subject academic sanctions, up to and including, probation, suspension, or dismissal from the program.

Unprofessional conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession, and which could jeopardize the health and welfare of the people. Students who violate the Professional Standards for Nursing Students may be subject to discipline. This shall include but is not limited to the following:

1. Inaccurate recording, reporting, falsifying, or altering client records; or
2. Verbally or physically abusing clients; or
3. Falsely manipulating drug supplies, narcotics, or client records; or
4. Appropriating, without authority, medications, supplies or personal items of the client or agency; or
5. Falsifying documents submitted to the University or Nursing Program; or
6. Leaving a nursing assignment without properly advising appropriate personnel; or
7. Violating the confidentiality of information or knowledge concerning the client; or
8. Conduct detrimental to the public interest; or
9. Discriminating in the rendering of nursing services; or
10. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
11. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
12. Aiding, abetting, or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
13. Forging a prescription for medication/drugs; or
14. Presenting a forged prescription; or
15. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or

16. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a client; engaging in sexual exploitation of a client; or
17. Obtaining money, property, or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
18. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
19. Allowing own value system to interfere with client care/well-being.
20. Engaging in verbally abusive language or may be reasonably interpreted as verbally abusive with a client, staff member, faculty, or fellow student.

B. American Nurses Association Code of Ethics for Nurses (ANA, 2015)

1. The nurse practices with compassion and respect for the inherent dignity, worth, and personal attributes of every person, without prejudice
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective action, establishes, maintains, and improves the moral environment of the work setting and the conditions of employment, conducive to quality health care.
7. The nurse, whether in research, practice, education, or administration, contributes to the advancement of the profession through research and scholarly inquiry, professional standards development, and generation of nursing and health policies.
8. The nurse collaborates with other health professionals and the public to protect and promote human rights, health diplomacy, and health initiatives.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

C. Technical Standards

The University is committed to full compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. An applicant for the Nursing Program must have the essential abilities and skills in the five areas listed below. Accommodations will be made for qualified individuals with disabilities, providing such accommodation does not pose an undue hardship, would not result in a fundamental alteration in the nature of the program, service, or activity, or pose an undue financial or administrative burden. All applicants must meet the fundamental technical standards of the program set forth below. Applicants accepted for the Nursing Program will be expected to demonstrate proficiency and continue to meet the required technical standards in these five areas over the course of the program.

The following qualifications are necessary to be considered for admission into and progression through the Nursing Program. Each applicant/student must have:

- **Observation**
 - a. Visual acuity with or without corrective lenses to observe and assess patient behavior.
 - b. Ability to identify cyanosis and absence of respiratory movement in a patient.
 - c. Ability to accurately read monitors and respond to signals, alarms, and other displays indicating urgent patient need, and take immediate action.
 - d. Ability to accurately prepare and administer medication dosages.
- **Communication**
 - a. Ability to speak, write, and comprehend the English language proficiently. The ability to perform activities requiring accurate and efficient interpretation and communication of information in English, both written and spoken. For example:
 - Responding to a physician's order
 - Reading and recording information
 - Directing assistive staff
 - b. Hearing ability with or without auditory aids to understand normal speech without viewing the speaker's face. (This ability is necessary to insure the nurse will be able to attend to a patient's call for help).
 - c. Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
 - d. Ability to communicate clearly in oral and written form, and in a professional manner with patients, families, visitors, and members of the health care team.
 - e. Ability to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.
- **Motor**
 - a. Sufficient physical ability (minimum impairment of upper and lower extremities) to perform cardiopulmonary resuscitation. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
 - b. Ability to perform motor skills safely, such as: • Lifting, bathing, positioning, and transporting patients; • Moving efficiently enough to meet the needs of several patients in a timely fashion; • Lifting, positioning, or moving an unconscious patient to perform lifesaving procedures; and • Ambulating independently with or without assistive devices in clients' rooms and in work areas.
 - c. Ability to lift weights of up to 35% of recommended body weight independently.
 - d. Manual dexterity sufficient to accurately draw up a solution from a vial into a syringe.
 - e. Ability to exercise basic computer skills (e.g. - electronic medical record "EMR").
 - f. Good hand-eye coordination and manual dexterity in order to perform various tasks associated with the movement/utilization of various pieces of equipment, supplies, assistance in patient care and procedures.

- **Intellectual-Conceptual, and Quantitative Abilities**
 - a. Ability to think critically and use problem solving skills.
 - b. Ability to analyze data, calculate, and measure.
 - c. Ability to perceive all manner of sensory stimuli, including verbal, written, visual, auditory, somatic, tactile, and olfactory.
 - d. Ability to synthesize and integrate the aforementioned sensory inputs and apply them to objective and subjective examinations of patients in a timely manner.
 - e. Ability to perform all of this with stress/stressful distracters present, consistent with the health care environment.
- **Behavioral and Social Attributes**
 - a. Full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of professional and caring relationships with patients.
 - b. Ability to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties involving the clinical problems of many patients.
 - c. Personal qualities of integrity, concern for others, and ability to demonstrate interpersonal skills with patients, families, visitors, and members of the health care team.

The functions and skills listed above are fundamental to the nature of the Nursing Program. All applicants must: 1) have the ability to perform the functions and skills specified, with or without reasonable accommodations, and 2) meet the published criteria for admission required for all applicants. The Nursing Program is not permitted to make any inquiries regarding disability at the time of application.

The technical standards are not intended to deter a student or applicant for whom reasonable accommodation will allow a student to fulfill the program requirements. It is an applicant or student's responsibility to request reasonable accommodation from Student Disability Services. The Nursing Program, in accordance with University Policy, will provide reasonable accommodation to otherwise qualified individuals with disabilities, but is not required to make modifications that would result in a fundamental alteration to the nature of the program, service, or activity; cause undue hardship; or result in undue financial or administrative burdens. To proceed with or continue in the curriculum, a student must be able to meet all the technical standards that are fundamental to the nature of the program. Requests for accommodation by applicants or current students should be initiated with the Office of Disability Services ([RSU Disability Services](#)).

Each semester, it is the student's responsibility to provide documentation to faculty prior to the course assignments or practicum experiences that outlines the required accommodations.

D. Change in Health Status

Nursing students must provide a health care provider's (physician, NP, PA) release for return to practicum after a change in health status. Changes in health status include but are not limited to an illness/condition requiring the student to miss more than three consecutive days of school; surgery; treatment for an injury; pregnancy; giving birth. The student must be able to return to practicum activities without restriction. If there are restrictions indicated by the healthcare provider, and reasonable accommodations can be made by the clinical affiliates that will allow the indicated restrictions, then the student may return with the restriction. If the restriction is not allowed by the clinical facility students will not be allowed to return until restrictions are removed.

E. Occupational Exposure and Injuries

The faculty at Rogers State University have made efforts to ensure that the best and most current information concerning the growing problem of infectious disease is provided to our students. A policy has been developed to assist our students to continue to provide safe quality patient care. The purpose of the policy is to provide a consistent approach to the management and handling of body substances from all patients. Exposure of students and/or personnel to blood or other body fluids via skin, mucous membranes, or parenteral contact represents a hazard for transmission of those infections. To minimize student and faculty contact with blood and body fluids, the following policy is in effect.

1. All patients' blood, body fluids or tissues are considered potentially infectious; therefore, Standard Precautions will be used on all patients.
2. Students are required to use precautions as indicated by the Center for Disease Control and Prevention (CDC) guidelines:
 - a. **Hand Hygiene** Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.
 - Use a plain (nonantimicrobial) soap for routine hand washing.
 - Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections), as defined by the infection control program at the facility.
 - b. **Gloves** Wear gloves (clean, nonsterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and nonintact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient, and wash hands immediately to avoid transfer of microorganisms to other patients or environments.

- c. **Mask, Eye Protection, Face Shield** Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.
- d. **Gown** Wear a gown (a clean, non-sterile gown is adequate) to protect skin and to prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.
- e. **Patient-Care Equipment** Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.
- f. **Environmental Control** Ensure that the facility has adequate procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bedrails, bedside equipment, and other frequently touched surfaces, and ensure that these procedures are being followed.
- g. **Linen** Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and that avoids transfer of microorganisms to other patients and environments.
- h. **Occupational Health and Bloodborne Pathogens** Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. **Never recap used needles**, or otherwise manipulate them using both hands, or use any other technique that involves directing the point of a needle toward any part of the body; rather, using safety needles is recommended. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, which are located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area. **Use mouthpieces, resuscitation bags, or other ventilation devices** as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

3. Students who have exudative and/or open lesions or weeping dermatitis must report this to appropriate faculty and may be required to refrain from all direct patient care and from handling patient care equipment until the condition resolves.
4. All patients' blood, body fluids, or tissue specimen spills will be cleaned up promptly using an agent specified according to institutional policy. Call Housekeeping personnel for large spills. Discard internally placed tubes or dressings in a biohazard container.
5. Needle stick, mucous membrane or cutaneous blood/body fluid exposure to a student nurse will be promptly reported to the clinical faculty, the University and to the facility's Employee Health Service or appropriate personnel/preceptor so investigation and any necessary follow-up can be instituted. The School of Nursing Incident Reporting Form will be completed.
6. The student will remove the soiled clothing and change into a scrub uniform from the clinical area when a student sustains a splash of blood or other body fluid on his/her uniform or lab coat. The student will carry soiled clothing in a plastic bag and will wash any soiled uniform/lab coats separately in the appropriate wash cycle. If the fabric can be bleached, an additional safeguard is to launder in a 1:10 bleach water solution.

F. Patient and Student Confidentiality

The MSN student is to maintain patient and/or student confidentiality at all times. The patient's/student's rights must be considered, and use of the medical or student records should be to obtain the information needed to plan and provide care or teaching. Breach of patient and/or student confidentiality is a violation of ethics and course/program objectives and may result in academic or disciplinary action as well as immediate dismissal from the MSN Nursing Program. In addition, breach of patient and/or student confidentiality may be grounds for legal action by patients/students against nursing students for invasion of privacy. Many facilities require students to sign the facility's confidentiality agreement. **UNDER NO CIRCUMSTANCES SHALL A STUDENT COPY OR REMOVE PATIENT OR STUDENT RECORDS.** Before entering the practicum experience, students must execute the facility's designated confidentiality agreement.

G. Insurance

- a. **Professional Liability Insurance** - Nursing students are covered under the University's blanket Professional Liability Insurance Policy while in the clinical setting during scheduled clinical experiences. A professional liability fee is assessed for this coverage.
- b. **Health Insurance** – As described previously in this document, to participate in the clinical experience, students must provide proof of health insurance upon request, which must remain current through the academic year.

VII. Course or Program Complaints

Students wishing to express a concern about a course, or the nursing program should follow this process:

First, talk with the class Instructor. If the situation is such that the student is concerned about potential discomfort or retaliation, then the student is welcome to move to the next step and contact the MSN Program Coordinator.

Second, if the instructor and MSN Program Coordinator are unable to resolve the issue, the student may talk with the Associate Dean, located in School of Nursing, Office 108. Please schedule an appointment at 918-343-7631.

Third, if the Associate Dean is unable to resolve the issue, then the student is welcome to contact the Dean's office in Herrington Hall, Office 109. Please schedule an appointment at 918-343-7520.

Finally, if the Dean is unable to resolve the issue, the student may contact Academic Affairs. It is important that the student initiate action (not parents, partners, or other relatives) and begin at the faculty or Associate Dean level as most issues can be resolved there.

If a student has a concern that the nursing program is not in compliance with education expectations, he/she may write to any of the agencies listed:

Oklahoma Board of Nursing (OBN)
2915 N Classen Boulevard, Suite 524
Oklahoma City, Ok 73106
Ph# 405.962.1800
www.ok.gov/nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Ph# 404.975.5000 Fax# 404.975.5020
www.acenursing.org

The Higher Learning Commission (HLC), North Central Association of Colleges and Schools (NCA)
230 North La Salle St. Ste. 7-500
Chicago, IL 60604-1411
Ph# 800.621.7440 Fax# 312.263.7462
<https://www.hlcommission.org/>

VIII. Student Acknowledgement and Release

Review this form, sign, and submit to course faculty Rogers State University
Program Student Acknowledgment and Release

I have agreed to participate in the Rogers State University's Masters of Science in Nursing Program. In consideration for being permitted to participate in the Program, I hereby acknowledge and represent that:

1. I have been provided an electronic copy of the Rogers State University MSN Nursing Program Student Handbook and have had an opportunity to review its contents. I agree, as a student enrolled in the Program, to adhere to the policies and guidelines set forth. I understand that the policies and procedures are subject to change during my course of study, and it is my responsibility to keep abreast of these changes. I acknowledge and understand that any violation of the Handbook may result in academic sanctions, up to and including, probation, suspension, or dismissal from the program.
2. I have health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the program and have supplied proof of this insurance. By my electronic submission of this form, I certify that I have confirmed that my health care coverage will adequately cover me for the duration of this program. I hereby release the University, the employees, and/or agents from any responsibility or liability for expenses incurred by me for illness or injuries during my participation in this program.
3. I understand that, although the University will attempt to maintain the program as described in its publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements or accommodations at any time and for any reason, with or without notice, and that the University, or the employees or agents of the University, shall not be responsible or liable for any expense or losses that I may sustain because of these changes.
4. I grant Rogers State University permission to reproduce all photographs, video, movies, or sound recordings taken of me during my participation in the Program.
5. I understand that there are unavoidable risks associated with the Program and certain education activities, including but not limited to, exposure to communicable or other infectious diseases, and I hereby release and promise not to sue the University, or the employees and agents of the University, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of the University.
6. I can, or with the assistance of a reasonable accommodation, meet all the Technical Standards of the program as set forth in the Handbook.
7. I agree that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.
8. I represent that I am at least eighteen (18) years of age, or if not, that I have secured below the signature of my parent or guardian, as well as my own.

Student Signature/date

Printed Name/date