Florida Gulf Coast University
Marieb College of Health & Human Services
School of Nursing

Doctor of Nursing Practice (DNP)

PROGRAM GUIDEBOOK

2017-2018
FOREWORD

Program Director’s Welcome to Students

Welcome to the School of Nursing at Florida Gulf Coast University (FGCU). We are pleased that your choice for graduate education is at FGCU School of Nursing. Faculty has designed rigorous curricula at the graduate level with innovative classroom, clinical and community experiences to prepare students to promote the health of our population in the 21st century. The Doctor of Nursing Practice (DNP) Program builds on the excellent reputation of our MSN graduates who are making a difference in their communities. To date, we have had a 100% first-time board certification pass rate.

The School of Nursing DNP Program Guidebook 2017 is designed to facilitate your orientation to the School of Nursing and DNP Program and to assist you in your progress toward achieving a DNP degree. Please take time to review the Guidebook and become familiar with the academic standards, policies and procedures that will guide your educational experience. We encourage each of you to participate fully in our commitment to graduate nursing education and the profession of nursing.

This guidebook should be used as a supplement to the current FGCU University Academic Catalog, FGCU Graduate Student Handbook, FGCU Student Guidebook, FGCU General Graduate Academic Policies, and Student Code of Conduct and other University, Marieb College of Health and Human Services, School of Nursing, and Nurse Practitioner Program Publications. As such, the policies, procedures, regulations, requirements, standard of conduct and other information are not reprinted herein, but incorporated by reference herein as if all the foregoing were set forth at length. Additional resources are provided on the DNP portal accessed via Canvas, FGCU’s learning management system.

Please be aware that the University and the School of Nursing reserve the right and authority at any time to alter any of the statements contained herein, to modify curriculum, policies, guidelines, forms, and any other information contained in this School of Nursing DNP Program Guidebook. The provisions of this publication are subject to change without notice or obligation during your tenure in the program.

As a member of the second cohort of applicants to DNP Program you will help to shape the history of the DNP Program at Florida Gulf Coast University. We look forward to partnering with you toward a successful educational journey. Welcome to the Eagles family!

Loureen Downes Ph.D., ARNP, FNP-BC
Associate Professor & DNP Program Director
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## School of Nursing Faculty and Staff

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<tr>
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<th>TITLE</th>
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<td>590-7513</td>
<td>Marieb 307</td>
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<tr>
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DNP PROGRAM GUIDEBOOK

2016-2017

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I. INTRODUCTION TO DNP PROGRAM

SCHOOL OF NURSING VISION, MISSION, AND PHILOSOPHY

**Vision**
The School of Nursing envisions a future where faculty and students serve as mentors and interprofessional role models to develop engaged nurse leaders who deliver transformative care to diverse populations, conduct research, and promote evidence-based practice through academic and community partnerships.

**Mission**
The School of Nursing strives for excellence in providing evidence-based, learner-centered nursing education that prepares competent and compassionate nursing professionals to meet the ever-changing healthcare needs of diverse global communities.

**Philosophy**
The faculty of the School of Nursing believes that the practice of professional nursing rests upon a sound arts and science foundation that prepares graduates to excel in a diverse, rapidly changing, and technologically oriented society. Faculty members serve as guides, mentors, role models, and facilitators for students to synthesize the roles and responsibilities of the scope of nursing practice. Integrated and conceptually based curricula are built upon the principles of communication, critical thinking, cultural-connectedness, health promotion, and adherence to professional and ethical standards of practice, which form the foundation for knowledge and skills essential for nursing professionals. Teaching and learning activities are keystones of the curricula and occur within caring, interdisciplinary, and environmentally sensitive settings.

**Nurse Practitioner Program Philosophy**
The Nurse Practitioner Faculty believes that graduate nursing education builds upon the foundation of undergraduate nursing education, and that application of communication, critical thinking, cultural-connectedness, health promotion, and adherence to professional and ethical standards of practice within a rapidly changing, diverse and technologically oriented society are essential aspects of nurse practitioner practice. The Nurse Practitioner Program embraces patient-centered holistic care that is safe, competent, current and culturally sensitive. The Nurse Practitioner Faculty are committed to lifelong learning, professional development, academic excellence, scholarly inquiry, collegiality, collaboration and cohesiveness.
DNP PROGRAM OVERVIEW
The Doctor of Nursing Practice Program prepares advanced practice nurses for leadership clinical opportunities in a variety of evolving global health care environments. The ability to create innovative roles as well as consolidate existing roles is a hallmark of graduates. Extensive practice experiences enable student-initiated opportunities that promote development of diverse knowledge, values, and competencies essential for advanced practice. Throughout the DNP Program, students are guided in the processes of self-development aimed at pursuing excellence in scholarly and professional endeavors.

The FGCU BSN to DNP Program offers specialty practice studies leading to eligibility as a certified Family Nurse Practitioner (FNP) or Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP). The BSN to DNP studies also include the DNP core that focuses on utilization of research in the practice setting, quality of care delivery, examination of health care outcomes, leadership in practice, and fundamentals of nurse education. The total credit hours required for the Nurse Practitioner BSN to DNP major is 81 and a minimum of 1000 practice hours. The program can be completed in eight semesters (three years) of full-time study or 14 semesters of part-time (four years) study.

A MSN to DNP is available to candidates who have already completed a Master’s degree in nursing from a nationally accredited nursing program with a clinical specialty practice area. The MSN to DNP builds upon the candidate’s specialty practice area through a DNP core that focuses on utilization of research in the practice setting, quality of care delivery, examination of health care outcomes, leadership in practice, and fundamentals of nurse education. The total credit hours required for the MSN to DNP is 36 credit hours and a minimum of 500 practice hours.

DNP Program Student Learning Outcomes

At the completion of the program, graduates will:

1. Collaborate with other healthcare professionals to provide high quality, ethical patient-centered care that meets current standards of best practice.

2. Serve as leaders in inter-professional teams to develop quality improvement programs, practice models and guidelines, and impact management of complex health care systems.

3. Integrate advanced critical reasoning and judgment in the management of complex clinical situations and systems in a selected area of advanced practice nursing.

4. Design, implement, and evaluate complex clinical practice strategies based on theoretical, scientific, and ethical knowledge.

5. Implement health care delivery models and strategies designed for increased safety and quality improvement in patient care in clinical prevention and population health.
6. Analyze multiple sources of evidence-based research and conduct evaluations of clinical outcome data through the use of information technology to identify and evaluate clinical interventions.

7. Employ an evidence-based framework when conducting research to evaluate and develop strategies and interventions to improve health status, access patterns, and identify gaps in care of patients, populations, and organizations.

8. Serve as an advocate for change in health care practice through policy development, implementation, and evaluation.

**NURSE PRACTITIONER CORE COMPETENCIES**

*(From the National Organization of Nurse Practitioner Faculties, 2012)*

**Scientific Foundation Competencies**
1. Critically analyzes data and evidence for improving advanced nursing practice.
2. Integrates knowledge from the humanities and sciences within the context of nursing science.
3. Translates research and other forms of knowledge to improve practice processes and outcomes.
4. Develops new practice approaches based on the integration of research, theory, and practice knowledge.

**Leadership Competencies**
1. Assumes complex and advanced leadership roles to initiate and guide change.
2. Provides leadership to foster collaboration with multiple stakeholders (e.g. patients, community, integrated health care teams, and policy makers) to improve health care.
3. Demonstrates leadership that uses critical and reflective thinking.
4. Advocates for improved access, quality and cost effective health care.
5. Advances practice through the development and implementation of innovations incorporating principles of change.
6. Communicates practice knowledge effectively both orally and in writing.
7. Participates in professional organizations and activities that influence advanced practice nursing and/or health outcomes of a population focus.

**Quality Competencies**
1. Uses best available evidence to continuously improve quality of clinical practice.
2. Evaluates the relationships among access, cost, quality, and safety and their influence on health care.
3. Evaluates how organizational structure, care processes, financing, marketing and policy decisions impact the quality of health care.
4. Applies skills in peer review to promote a culture of excellence.
5. Anticipates variations in practice and is proactive in implementing interventions to ensure quality.

**Practice Inquiry Competencies**
1. Provides leadership in the translation of new knowledge into practice.
2. Generates knowledge from clinical practice to improve practice and patient outcomes.
3. Applies clinical investigative skills to improve health outcomes.
4. Leads practice inquiry, individually or in partnership with others.
5. Disseminates evidence from inquiry to diverse audiences using multiple modalities.
6. Analyzes clinical guidelines for individualized application into practice.
Technology and Information Literacy Competencies
1. Integrates appropriate technologies for knowledge management to improve health care.
2. Translates technical and scientific health information appropriate for various users’ needs.
   a. Assesses the patient’s and caregiver’s educational needs to provide effective, personalized health care.
   b. Coaches the patient and caregiver for positive behavioral change.
3. Demonstrates information literacy skills in complex decision making.
4. Contributes to the design of clinical information systems that promote safe, quality and cost effective care.
5. Uses technology systems that capture data on variables for the evaluation of nursing care.

Policy Competencies
1. Demonstrates an understanding of the interdependence of policy and practice.
2. Advocates for ethical policies that promote access, equity, quality, and cost.
3. Analyzes ethical, legal, and social factors influencing policy development.
4. Contributes in the development of health policy.
5. Analyzes the implications of health policy across disciplines.
6. Evaluates the impact of globalization on health care policy development.

Health Delivery System Competencies
1. Applies knowledge of organizational practices and complex systems to improve health care delivery.
2. Effects health care change using broad based skills including negotiating, consensus-building, and partnering.
3. Minimizes risk to patients and providers at the individual and systems level.
4. Facilitates the development of health care systems that address the needs of culturally diverse populations, providers, and other stakeholders.
5. Evaluates the impact of health care delivery on patients, providers, other stakeholders, and the environment.
6. Analyzes organizational structure, functions and resources to improve the delivery of care.
7. Collaborates in planning for transitions across the continuum of care.

Ethics Competencies
1. Integrates ethical principles in decision making.
2. Evaluates the ethical consequences of decisions.
3. Applies ethically sound solutions to complex issues related to individuals, populations and systems of care.

Independent Practice Competencies
1. Functions as a licensed independent practitioner.
2. Demonstrates the highest level of accountability for professional practice.
3. Practices independently managing previously diagnosed and undiagnosed patients.
   a. Provides the full spectrum of health care services to include health promotion, disease prevention, health protection, anticipatory guidance, counseling, disease management, palliative, and end of life care.
   b. Uses advanced health assessment skills to differentiate between normal, variations of normal and abnormal findings.
   c. Employs screening and diagnostic strategies in the development of diagnoses.
   d. Prescribes medications within scope of practice.
   e. Manages the health/illness status of patients and families over time.
4. Provides patient-centered care recognizing cultural diversity and the patient or designee as a full partner in decision-making.
   a. Works to establish a relationship with the patient characterized by mutual respect, empathy, and collaboration.
   b. Creates a climate of patient-centered care to include confidentiality, privacy, comfort, emotional support, mutual trust, and respect.
   c. Incorporates the patient’s cultural and spiritual preferences, values, and beliefs into health care.
   d. Preserves the patient’s control over decision making by negotiating a mutually acceptable plan of care.

**DNP NURSE PRACTITIONER (NP) MAJOR CURRICULUM**

The DNP NP curriculum is developed by qualified faculty, constructed within graduate education, and approved by appropriate committees and organizations. Changes in the current Program length are approved by the governing entities, and published before implementation. The DNP Program curriculum plan was developed by the University-based DNP Program faculty and SON administrators and faculty and received approval from the following:

1. SON Faculty Graduate Curriculum Admissions and Progression Committee
2. SON Faculty Organization
3. Marieb College of Health and Human Services Graduate Curricular Affairs Committee
4. University Graduate Curriculum Committee

**DNP NP PROGRAM REQUIREMENTS**

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<td>NGR 6638 Advanced Health Promotion</td>
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<td>NGR 6811 Advanced Nursing Research</td>
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<td>NGR 6172 Pharmacotherapeutics</td>
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### BSN to DNP Major Courses
(Total 81 Credit hours)

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<td>NGR 7176</td>
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<td>NGR 7768</td>
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*Family NP students take NGR 6305 and NGR 6305L.
**Adult Gerontology Primary Care NP students take NGR 6215 and NGR 6215L.
***Credit hours are spread over varying semesters

### MSN to DNP Courses
(Total 36 Credit Hours)

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<td>NGR 7974L</td>
<td>DNP Clinical Practice</td>
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DNP PROGRAM COURSE DESCRIPTIONS AND CREDIT HOURS

The School of Nursing is congruent with the university in regard to credit hour allocation: one semester hour of credit is awarded for one 50-minute clock hour of classroom instruction per week. Didactic courses in the DNP Program curriculum plan utilize a ratio of fifteen (15) contact hours to one (1) credit hour. Clinical practicum courses use a ratio of sixty (60) contact hours to one (1) credit hour to meet course objectives.

NGR 6002 – Advanced Health Assessment - 3 credit(s)
Collection and synthesis of client database and differential diagnosis of common client problems. Using critical thinking and a holistic lifespan approach, students interpret, analyze, and document alterations in health to serve as a basis for client management.
Corequisite(s): NGR 6002L, Fee required

NGR 6002L – Adv Health Assessment - Practice - 1 credit(s)
Practice section of NGR 6002. Emphasis is placed skills needed to assess health status of individuals across the lifespan. Students interpret, analyze, and document alterations in health to serve as a basis for client management.
Corequisite(s): NGR 6002

NGR 6141- Advanced Pathophysiology - 4 credit(s)
Emphasis is placed on investigation, analysis, and interpretation of pathophysiologic bases of clinical manifestations of selected alterations in health. Focus is on advanced practice nursing implications for health promotion, maintenance, and restoration.

NGR 6215 - Primary Health Care V- 3 credit(s)
Focus is on models for advanced practice nursing and health care management and monitoring of adults with major health alterations seen in the primary care setting.
Corequisite(s): NGR 6215L

NGR 6215L - Primary Health Care V – Practice - 2 credit(s)
Practice course for NGR 6215. Focus is on models for advanced practice nursing and health care management and monitoring of adults with major health alterations seen in the primary care setting.
Prerequisite(s): NGR 6172, NGR 6240, NGR 6240L, NGR 6741, NGR 6741L
Corequisite(s): NGR 6215, Fee Required

NGR 6240 – Primary Health Care I – 4 credit(s)
Theoretical and practice bases for providing primary health care to adults in the community. Emphasis is on advanced practice nursing strategies for promotion and maintenance of health and management of adult health care needs.
Prerequisite(s): NGR 6002, NGR 6002L, NGR 6141
Corequisite(s): NGR 6240L

NGR 6240L - Primary Health Care I – Practice - 2 credit(s)
Focus is on the beginning application of nurse practitioner knowledge and skills in the assessment and management of adult clients.
Prerequisite(s): NGR 6002, NGR 6002L, NGR 6141
Corequisite(s): NGR 6240, Fee Required

NGR 6252 - Primary Health Care IV - 4 credit(s)
Incorporation and integration of all components of the primary health care nurse practitioner role developed in preceding courses with further refinement of advanced practice knowledge and competency with emphasis on the older adult.
Prerequisite(s): NGR 6240, NGR 6240L and (NGR 6741 and NGR 6741L or NGR 6305 and NGR 6305L)
Corequisite(s): NGR 6252L
NGR 6252L - Primary Health Care IV – Practice – 4 credit(s)
Emphasis is on further refinement of advanced practice knowledge and competency with emphasis on the older adult incorporation and integration of all components of the primary health nurse care practitioner role developed in preceding courses.
Prerequisite(s): NGR 6240/NGR 6240L and (NGR 6741 and NGR 6741L or NGR 6305 and NGR 6305L)
Corequisite(s): NGR 6252 Fee Required

NGR 6305 - Primary Health Care III - 3credit(s)
The course focuses on strategies for health promotion, maintenance and prevention of common health problems and management of alterations in children and families.
Prerequisite(s): NGR 6172, NGR 6240 and NGR 6240L
Corequisite(s): NGR 6305L

NGR 6305L - Primary Health Care III – Practice - 2 credit(s)
Emphasis is on the continued application of knowledge and skills in the assessment and management of children and their families. The course focuses on common health problems and management of alterations in children and their families.
Prerequisite(s): NGR 6172, NGR 6240 and NGR 6240L)
Corequisite(s): NGR 6305

Fee Required

NGR 6638 – Advanced Health Promotion - 3credit(s)
Focuses on theory and evidence-based health promotion practice for individuals, aggregates, communities, and vulnerable populations in a global, multicultural society.

NGR 6172 – Pharmacotherapeutics - 4 credit(s)
Focus is on the knowledge and skills to assess, diagnose and pharmacologically manage common health problems in a safe, high quality, cost-effective manner. Emphasis is on Pharmacotherapeutics using an integrative approach to examine the use and efficacy of traditional and some complementary drug therapies used in advanced practice nursing.

NGR 6712 - Foundations of Nursing Education - 3 credit(s)
Exploration of nursing education within a broad context related to history, philosophy and the principles of adult-learning theory.

NGR 6741 - Primary Health Care II – 3 credit(s)
The course focuses on strategies for health maintenance and prevention of common health problems and management of health alterations in women and families.
Prerequisite(s):
Corequisite(s): NGR 6741L

NGR 6741L - Primary Health Care II – Practice - 2 credit(s)
Focus is on the application of knowledge and skills in the assessment and management of women. The course focuses on common health problems and management of alterations in women and families.
Prerequisite(s): Corequisite(s): NGR 6172, NGR 6240 and NGR 6240L Fee Required

NGR 6811 – Advanced Nursing Research - 3 credit(s)
Examination and evaluation of questions, methods, designs, and frameworks for research and evidence-based practice.

NGR 6872 - Nursing Information Management - 3 credit(s)
Focus is on analysis of evolving information technology and its application to traditional and new environments of nursing. Emphasis is further directed to examination and evaluation of nursing and healthcare information management systems to enhance and promote optimum patient outcomes in a cost effective, safe and ethical manner.

NGR 6905 - Independent Study in Nursing - 1 to 6 credit(s)
Directed, individualized study of a current concept, problem or issue pertaining to nursing.

NGR 6930 - Special Topics in Nursing - 1 to 6 credit(s)
Examination of advanced topics in nursing. The course may be repeated for different topic areas, and content may vary.

NGR 7176 - Advanced Pharmacology and Genomics
Focus is on application and analysis of complex advanced nursing practice issues related to pharmacotherapeutics, genetics, and genomics as an essential component of patient-centered care. Emphasis further directed to the examination and evaluation of nursing and healthcare information management systems to enhance and promote optimum patient outcomes in a cost effective, safe and ethical manner.
NGR 7846 - Biostatistics & Epidemiology - 3 credit(s)
*Emphasis is on statistical analysis methods that are used in clinical and population health research. Focuses on epidemiological perspective on health by addressing general approaches for describing patterns of disease in populations.*

NGR 7856 - Evidence-Based Trans Research - 3 credit(s)
*Focus is on the acquisition of skills in the translation, application, and evaluation of research emphasizing evidence-based practice to solve clinical problems and promote optimum health outcomes.*

NGR 7895 - Health Policy - 3 credit(s)
*Analysis of processes involved in health policy development, dissemination, and implementation. Focus is directed at evaluation of issues impacting policy decision making.*

NGR 7899 - Organization Systems & Leadership - 3 credit(s)
*Focus is on developing abilities to conceptualize new care delivery models that are feasible within current organizational, political, cultural, and economic perspectives. Principles of practice management and strategies for balancing productivity with quality of care are emphasized.*

NGR 7768 - Basis of Advanced Practice Nursing 3 credit(s)
*Examination of major issues and challenges forming the foundation of advanced practice nursing. Focus is on historical evolution of the role, healthcare ethics, legal risk of practice, quality improvement indicators of practice, and culturally competent healthcare.*

NGR 7769 - Advanced Practice Management - 3 credit(s)
*Analysis of major issues and directions for advanced practice nursing. Emphasis is on reimbursement, quality indicators of patient safety and satisfaction, relevance of theory-based practice in the management of care, and public policy and the political process of change.*

NGR 7974 - DNP Project - 1-5 credit(s) *
*A synthesis of work in which a project is planned, implemented, evaluated, and presented. The project addresses a complex practice or clinical problem within the student’s field.*

NGR 7949L - DNP Clinical Practice - 3-7 credit(s) *
*Emphasis is on the development of clinical expertise in the management of health problems in selected populations.*

*Practice hours are required for the DNP Project and DNP Clinical Practice courses. Credits will vary depending on the semester and the required clinical hours to meet a minimum of 1000 practice hours.*

II. DNP PROGRAM POLICIES AND GUIDELINES

ADMISSION REQUIREMENTS

Admission requirements for the DNP Program are published in the printed and electronic information provided to applicants for the Program. The DNP Program admissions requirements are consistent with the CCNE, the School, and the University.

Since the DNP Program has a limited number of places, the applicant who meets minimum requirements for admission is not guaranteed admission to the Program. The DNP Program Admissions Committee makes the admission decisions on applicants who are recommended to the SON Director.
All students must maintain current RN licensure, immunizations, and BLS while in the program. All students must complete level one and two background checks and drug screening after offer of admission to the DNP program and these must be cleared prior to the start of classes. Additionally, further background checks and drug screening may be required during the program. Details on these procedures will be given after applicants are conditionally accepted.

Clinical agencies may request information on criminal background check and/or drug screen of students in the BSN to DNP Program or MSN to DNP Program, it will be the student’s responsibility to provide the requested background and or drug screen information to the agency. At times, some agencies may request that students complete an additional criminal background check or drug screen.

All applicants must also provide a waiver granting the Graduate Admission and Progression Committee permission to contact the program(s) attended to verify information.

Students will be admitted to the DNP in the fall of each year. For priority consideration, all application materials must be received by March 1st of the year in which entry is sought. Application materials received after March 1st will be considered on a space available basis. All applications to the DNP program must be submitted through the FGCU Office of Research and Graduate Studies and NursingCas.

The School of Nursing conducts a competitive admissions process. The following are the minimum requirements for admission.

**BSN to DNP Major Application Requirements:**
1. Application through the Office of Research and Graduate Studies.
2. Supplemental application for the DNP program, which may be accessed through NursingCAS, a centralized application system for nursing programs.
3. Official transcript(s) for all colleges and universities attended including a bachelor’s degree transcript from a national accredited nursing program or the equivalent bachelor’s degree in nursing from a foreign institution.
4. Show evidence of a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale.
5. Evidence of an unrestricted license or eligibility for licensure as an RN in Florida.
6. Current resume or curriculum vitae.
7. Personal statement of professional goals in 300 to 350 words.
8. Completion of undergraduate nursing Health Assessment and Statistics with a grade of "C" or better.
9. Provide Graduate Record Exam (GRE) scores, taken within the last 5 years that are competitive on quantitative, verbal, and analytical.
10. If applicable, applicants who have attended but not completed a DNP or doctoral nursing program must provide an official transcript from that program and a letter of standing from the dean of the school of nursing (or designee) that addresses potential for success in a DNP program.
11. Provide three professional references that indicate your potential for doctoral study, clinical proficiency, and academic competence. References should include at least one from a faculty and one from a supervisor. If not currently employed a supervisor reference may be from a service related activity. Please request references through NursingCAS in the Applicant Evaluation Section.
12. A personal interview may be required with designated faculty.
13. International students’ admission requirements can be found at International Students Admission Requirements.

**BSN to DNP Major Prerequisites:**
Undergraduate level Statistics and Health Assessment courses with a grade of “C” or better.

**MSN to DNP Major Application Requirements:**

1. Application through the Office of Research and Graduate Studies.
2. Supplemental application for the DNP program, which may be accessed through NursingCAS, a centralized application system for nursing programs.
3. Official transcript(s) for all colleges and universities attended including a master’s degree transcript from a nationally accredited institution or the equivalent bachelor’s and/or graduate degrees in nursing from a foreign institution.
4. Earn a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale.
5. Evidence of an unrestricted license or eligibility for licensure as an RN or ARNP in Florida, depending on area of study.
6. A current resume or curriculum vitae.
7. Personal statement of professional goals in 300 to 350 words.
8. Official transcript(s) of completed course work in the applicant’s prior MSN program must demonstrate equivalency to the didactic and clinical practice hours of the pre-certification phase of the FGCU BSN to DNP. If not equivalent, this course work must be completed prior to starting the core course work in the MSN to DNP.
9. If applicable, applicants who have attended but not completed another DNP or doctoral nursing program must provide an official transcript from that program and a letter of standing from the dean of the school of nursing (or designee) that also addresses potential for success in a DNP program.
10. A personal interview may be required with designated faculty.
11. Provide three professional references that indicate your potential for doctoral study, clinical proficiency, and academic competence. References should include at least one from a faculty and one from a supervisor. If not currently employed a supervisor reference may be from a service related activity. Please request references through NursingCAS in the Applicant Evaluation Section.

**MSN to DNP Major Prerequisites:**
Completion of the following graduate level nursing courses with a “B” or better: Pathophysiology, Pharmacology, Physical Assessment, and Research.
ADVISING

Graduate Students enter Florida Gulf Coast University School of Nursing (SON) with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by designated SON DNP Program faculty is provided for every semester of enrollment. The School of Nursing is responsible for management of those processes related to admission, advising, and graduation of students.

All students are assigned a SON DNP Program faculty advisor on admission to the program. The purpose of academic advising is to assist the student in his/her academic progression throughout the program. The role of the advisor is to assist students with adjustment to the School of Nursing and facilitate a smooth progression through the program.

The advisor/advisee relationship should be seen as a unique opportunity for mentoring and professional growth. The following principles guide the advisor/student relationship:

- The advisor and student have a joint responsibility to maintain contact with one another regarding progress within the graduate program.
- Students are encouraged to schedule regular advising sessions throughout the graduate program (minimum once per semester) to monitor progress towards completion of all requirements for graduation.
- Students are expected to phone or email their assigned advisor in advance to set up advising sessions.
- The student has the right to examine his/her advising file at any time and the responsibility to provide the information necessary to make it accurate and complete.

ACADEMIC BEHAVIOR STANDARDS AND ACADEMIC INTEGRITY

All students are expected to demonstrate honesty in their academic pursuits. In safeguarding the essential professional standards of honesty and integrity, faculty are compelled to apply academic sanctions which can be as severe as dismissal from the DNP Program. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Academic Behavior Standards. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook, including the Academic Behavior Standards, is available online at Student Guidebook.

DNP PROGRAM PLAN OF STUDY POLICY

All students who are admitted to either the BSN to DNP or MSN to DNP Program (DNP Program) must follow an established full-time or part-time DNP Program Plan of Study (Plan of Study) throughout enrollment. The Plan of Study for each student must be identified and approved by the DNP Program Director or designee.

A student may follow a Modified Plan of Study only upon written request by the student and prior written approval of the DNP Program Director or designee. Students who wish to withdraw from DNP Program coursework must obtain the DNP Program Director or designee’s approval prior to withdrawing and must have an approved Modified Plan of Study within thirty (30) days to ensure timely
progression through the DNP Program. A student who accepts an approved Modified Plan of Study does so with the knowledge that the Program has no obligation to offer courses out of sequence in order to accommodate the student’s Modified Plan of Study, and that the student may be required to meet newly established Program requirements that may arise during any delay in progression through the Program that may result.

Failure to follow an approved Plan of Study for one (1) semester results in the student being immediately placed on academic probation. Failure to follow an approved Plan of Study for two (2) semesters results in dismissal from the DNP Program. (See Academic Progression Standards).

**ACADEMIC PROGRESSION STANDARDS**

**DNP Program (BSN-DNP and MSN-DNP):**

DNP students must meet all Academic Progression Standards (Standards) as listed below. Academic Probation, when applicable, is imposed automatically, regardless of official notification.

1. Failure to follow the approved DNP Program Plan of Study for one (1) semester results in the student being placed on Academic Probation. Failure to follow the approved DNP Program Plan of Study for two (2) semesters results in the student being dismissed from the DNP Program.

2. Students must maintain an overall academic Grade Point Average (GPA) of at least **3.0** in all work attempted in the DNP Program to be considered in “good academic standing”. Students placed on Academic Probation will have the equivalent of nine (9) credit hours (Probation Period) to improve their GPA to 3.0. If the student does not achieve an overall cumulative GPA of 3.0 by the end of the Probation Period, the student will be dismissed from the DNP program.

3. Students who fail to earn a minimum grade of “B” or “S” (Satisfactory), as applicable, will be placed on Academic Probation.

4. Students who receive less than a “B” in two (2) different NGR courses will be dismissed from the DNP program, regardless of overall academic GPA.

5. Students must achieve a grade of “B” or higher in a NGR theory course in order to receive a passing grade (“S”) in an associated NGR L practice course. Conversely, a student must achieve a satisfactory grade (“S”) in a NGR L practice course in order to receive a passing grade (“B” or higher) in the associated NGR theory course.

6. A grade of “D”, “F” or “U” (Unsatisfactory) is not a passing grade in any Graduate Nursing (NGR) course in the DNP Program. A student who receives a grade of “D”, “F” or “U” will be dismissed from the DNP Program.

7. Students who receive a grade of “I” (Incomplete) in any clinical practice course may not progress to the next clinical course and any associated theory course until the requirements for the “I” have been met and the grade has been changed to a Satisfactory (“S”) grade.

**WITHDRAWAL FROM DNP COURSE**

1. Withdrawal from a DNP Course is defined as officially withdrawing from any course in the Plan of Study after the Drop/Add period and before the final Drop/Withdraw date as stated in the FGCU Academic Calendar for the applicable semester.

2. Students are limited to one (1) withdrawal per course and to a total of two (2) course withdrawals throughout the Plan of Study. Students are not permitted to enroll in any course in the DNP Plan of
Study more than two (2) times (excluding DNP Project and DNP Clinical Practice). Any student who withdraws from a course more than once or from more than two (2) courses in the Plan of Study may be dismissed from the DNP Program. Withdrawal from a course more than once or from more than two (2) courses in the Plan of Study may be approved by the DNP Program Director for extenuating circumstances.

3. A student who withdraws from a NGR theory course is concurrently withdrawn from the associated NGR L practice course. Conversely, a student who withdraws from a NGR L practice course is concurrently withdrawn from the associated NGR theory course. Concurrent withdrawal from NGR theory and associated NGR L practice courses will count as one (1) withdrawal per course and a total of one (1) withdrawal from the Plan of Study.

4. A student who has a failing grade in any course from which he or she is withdrawing will be placed on Academic Probation.

5. Students who wish to withdraw from Plan of Study coursework must obtain the DNP Program Director or designee’s approval prior to withdrawing and must have an approved Modified Plan of Study within thirty (30) days to ensure timely progression through the DNP Program. (See DNP Program Plan of Study Policy).

ACADEMIC PROGRESS TIME LIMIT

A maximum of five (5) calendar years from the date of matriculation is allowed for completion of all DNP Program requirements (Time Limit). Students must enroll in the Fall, Summer, and Spring semesters of each academic year throughout completion of the DNP Program. Once a student enrolls in NGR 7974 DNP Project, the student must register and maintain enrollment in NGR 7974 DNP Project until the DNP Project is completed. Students who do not complete all DNP Program requirements as stated in this policy will be dismissed from the Program.

EXTENSION OF ACADEMIC PROGRESS TIME LIMIT

A student may request an Extension of the Time Limit to complete all DNP Program requirements. Such requests must be in writing prior to the expiration of the Time Limit and may be granted on an individual basis for extenuating circumstances at the discretion of the DNP Program Director or designee. Extension of time is not guaranteed.

CORE PERFORMANCE STANDARDS

The faculty of the School of Nursing endorses the guidelines of the Southern Regional Education Board (SREB) Council for Collegiate Education for Nursing Education and has adopted Core Performance Standards. The FGCU School of Nursing Core Performance Standards (Standards) are the essential eligibility requirements for the School of Nursing and set forth the essential cognitive, sensory, affective, and psychomotor performance requirements that must be met throughout enrollment in an undergraduate or graduate nursing program. The Standards may be accessed online at School of Nursing Core Performance Standards and Policies.
APPEAL PROCESS

In accordance with University guidelines students may appeal the following:

1. Grades or other academic action taken by an instructor.
2. Grades resulting from an instructor’s:
   a) Alleged deviation from established and announced grading policy.
   b) Alleged errors in application of grading procedures.
   c) Alleged lowering of grades for non-academic reasons.

NOTE: The professional judgment exercised by an instructor in assigning a grade or in conducting a class are excluded from the provisions of this rule except as noted in (1), (2) a, b and c above.

RESOLUTION OF STUDENT APPEALS: SCHOOL LEVEL PROCESS

A. All student grade appeals or allegations of specific wrongful academic action(s) by an instructor shall first be brought to the attention of the instructor of the course. This action must be initiated within one semester of the alleged wrongful action or grade, or as soon thereafter as the student becomes aware of such action. The parties should attempt to resolve the problem in as speedy and satisfactory manner as possible. If dissatisfied with the instructor’s decision, or if the instructor is not available, the student may continue to pursue an informal solution with the DNP Program Director. If dissatisfied with the Program Director decision, or if the Program Director is not available, the student may continue to pursue an informal solution with the School of Nursing Director.

B. The instructor, DNP Program Director, and School Director should make every effort with the student to solve the problem at the informal level. This resolution shall take place within ten (10) school days of the complaint being brought to the School Director. At the time the School Director notifies the student of this decision, he/she should also inform the student of the formal procedure for appeal. The School Director decision must be in writing.

C. When the instructor is not available to discuss the problem, if at all possible, the resolution should wait until such time as the instructor can return to the campus, but not longer than one semester. If the DNP Program Director and School Director determine that an emergency exists requiring that the problem must be solved prior to the availability of the instructor (e.g. in a case of probable delayed graduation), the Program Director and School Director shall make every reasonable effort to apprise the instructor of the situation. The instructor may elect to submit a written statement and to designate a faculty replacement to aid in solving the problem. If the instructor cannot be reached or does not elect to designate a replacement and the complaint must be dealt with promptly, then the School Director shall act on behalf of the instructor.

D. If the appeal or allegation is made against the DNP Program Director in the role of instructor, then the student shall treat the initial appeal as the appeal to the Program Director DNP Program and proceed accordingly.

E. If the appeal or allegation is made against the School Director in the role of instructor, then the student shall treat the initial appeal as the appeal to the School Director and proceed accordingly.

RESOLUTION OF STUDENT APPEALS: COLLEGE LEVEL & FINAL APPEAL

If not satisfied with the resolution of the complaint proposed by the School of Nursing Director, the student may proceed within ten (10) school days of receipt of the School Director’s decision to file a
written appeal with the Office of the Dean of the College in which the course is housed. The written appeal to be introduced at the college level only after informal resolution has failed must clearly specify the action which the student perceives as wrong. Please refer to the FGCU Office of Judicial Affairs for the complete process for COLLEGE LEVEL Student Grade Appeals and FINAL APPEAL. Available online at Office of Student Conduct.

ARRESTS OR CONVICTIONS

A DNP student who is arrested or charged with a criminal offense, on or off-duty, must promptly (within 24 hours) inform the Program Director or Designee of the arrest and the nature of the charges. Students arrested for criminal offenses may be immediately suspended from the school until the charges are resolved. Failure to notify the school of an arrest or charge is grounds for disciplinary action up to and including dismissal from the school, regardless of whether the arrest or charges lead to conviction. See Impairment Policy and Procedure.

ATTENDANCE AND PUNCTUALITY

An expectation of professional DNP practice is that students attend all classes, skills labs, simulations and clinical practice experiences. Responsibility and accountability for meeting course obligations is a fundamental component of professionalism.

In Classrooms, Laboratories, and Simulations:

Students assume responsibility for attending all classes, however in the event a class period is missed, the student is responsible for all material covered and all announcements. Personal business (non-emergent physician appointments, job interviews, etc.) must be handled during the student’s own time and are not to be scheduled during class or clinical time except in emergency situations. If a student misses an examination, arrangements must be made with the faculty member for a make-up examination however such examination is not automatically guaranteed depending on the nature of the absence.

In the rare instance where illness or other catastrophic event prohibits attendance in class, lab or simulation experience, the following process must be followed:

A. Personal email to faculty instructor notifying of absence; and
B. Substantiate absence with supporting documentation (i.e. doctor’s note, court summons etc)

Further, punctuality and attentiveness is courteous behavior exemplified by:

- Being on time and remaining for the entire class period.
- Remaining in the classroom or lab until a break or end of the period
- Turning off cell phone and other communication devices.

In Clinical Practice Sites:

Punctual attendance at clinical practice experiences is required. Students who are tardy must follow the policies and procedures established by DNP Program Director and faculty. Excessive tardiness may result in disciplinary action.
Tardiness includes reporting late for clinical or having extended lunch periods and coffee breaks in the clinical area. A pattern of excessive tardiness results in counseling by the preceptor at the clinical site and/or by the DNP Program Director. Any further tardiness may result in disciplinary action. All counseling sessions related to tardiness are documented and become part of a student’s file.

If a student has knowledge that he/she will be delayed in reporting to clinical, he/she should make every effort to notify appropriate preceptor. The student must also note tardiness in Typhon. It is the policy of the DNP Program that any student reporting to clinical two hours or more later than scheduled may be considered absent for the day. Such incidents are handled on a case-by-case basis.

In the rare instance where illness or other catastrophic event prohibits attendance at or completion of a clinical field experience, the following process must be followed:

A. Personal contact by telephone to clinical preceptor (No E-mail, no texts).

AND

B. Personal contact by telephone to DNP Program Director.

AND

C. All missed clinical time must be made up.

Failure to meet class and clinical practice attendance and punctuality requirements may result in an unsatisfactory grade in the course and could result in dismissal from the DNP Program.

CIVILITY

The learning environment (classroom, virtual classroom, practice sites, hallways, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the School of Nursing conform to, and express themselves in conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. A student with uncivil behavior may be placed on probation and may be dismissed from the DNP Program.

COMPUTER/TECHNOLOGICAL DEVICE REQUIREMENTS

The DNP Program is designed to utilize the latest technology in teaching and learning for more efficient use of faculty and students’ time. Students are required to be computer literate (word processing) upon entering the DNP Program and have in their possession a notebook computer that is compatible with FGCU student computer-defined specifications. The computer must be capable of sending and receiving e-mail, and conducting Internet searches. Students are expected to access course syllabi, outlines, and handouts on the DNP Program Canvas learning management system. A high speed internet service provider with point-to-point protocol is recommended. FGCU’s Student Computer Recommendations can be found at Business Technology Services.
It is required that the student possess a handheld/phone/tablets devices to access the Typhon Group website and point of care references. Examples of handheld devices include:
1. Apple devices (such as the iPhone, iPod touch, iPad)
2. Android devices (such as the Samsung Galaxy Tab)

With any handheld, phone, or tablet we recommend accessing the website with 3G/4G or Wi-Fi internet connection for the best user experience. **Please note:** These devices are to be used to enhance the educational process and are not to be used during class or clinical time unless expressly authorized by the instructor or clinical preceptor. All cell phones and personal electronic devices are to OFF and put away during class or clinical.

**Distance Learning Guidelines:**

Courses throughout the DNP Program will be taught in a hybrid Distance Learning format with on-line learning activities, web-based meetings, and on-campus meetings conducted throughout each semester using synchronous and asynchronous learning technology (Adobe Connect, Canvas Learning Management System, and other technology as appropriate). This format of instruction will permit students to engage in many of the learning activities regardless of geographic location.

Insightful preparation and participation in assignments is required for successful completion of Distance Learning format courses. Unless otherwise directed by the course instructor, all assignments are expected to be the original and independent work of the student. No substitution for an assigned activity will be permitted except in extenuating circumstances at the discretion of the course instructor.

In distance learning courses students are required to use Canvas email for all correspondence with instructors and fellow students. Students should monitor their Eagle mail accounts and their Canvas email at least once per day for announcements, assignments, and other relevant course and/or DNP Program information. Students should be aware that Canvas email and Eagle mail are two separate email systems. Both will need to be monitored daily as general correspondence from the School of Nursing and/or the DNP Program may be sent via Eagle mail. Students should not utilize their private email accounts for any FGCU or distance learning correspondence.

Students should take into account that faculty may require 24 to 48 hours to respond to electronic communications Monday through Friday, and that faculty may be unavailable to respond to electronic communications during weekends and holidays.

**Required Technology:**

Computer with internet access, web browser, camera, microphone, headset, and software capable of accessing course materials and submitting course assignments compatible with distance learning technology (e.g., Adobe Connect or other software programs) and the Canvas learning management system.

**Distance Learning Technology requirements and Information for Students**

Academic and Event Technology Services provides student support for Canvas and additional student technology resources. [Academic and Event Technology Services](#)
Microsoft Office is available at Business Technology Services

Business Technology Services assists students with Eagle mail, computer needs, virus protection, smartphone and other access devices. The Business Technology Help Desk may be contacted at 239-590-1188 and helpdesk@fgcu.edu. Additional student information regarding Business Technology Services may be accessed at Business Technology Services.

The Adobe Connect Student Handout may be accessed at The Adobe Connect Student Handout

Faculty may require specific technology and/or software for completing course work and assignments, peer interaction, and electronic communication, which will be designated in the syllabus for each course.

**Synchronous Meetings:**

Course instructors may schedule mandatory synchronous meetings using distance learning technology, such as Adobe Connect. Mandatory synchronous meetings require attendance and participation, and the ability to make up these assignments is extremely limited. Students should log in to the synchronous meeting at least fifteen (15) minutes prior to the scheduled start time in order to ensure that their equipment is working properly and that needed software is available and updated, as needed.

Dates and times for mandatory synchronous meetings will be posted in the syllabus for each course at the start of the semester. Permission to be absent from a mandatory synchronous meeting will be granted on a case by case basis only for extenuating circumstances, subject to the discretion of the course instructor. Requests for permission to be absent from a mandatory synchronous meeting must be made in writing via Canvas email to the course instructor as far in advance as possible. If the request to be absent is for religious observance, the request must be made in writing via email to the course instructor by the end of the first week of the semester.

Students are expressly prohibited from sharing synchronous meeting access links, passwords, log-in information, and/or recordings with anyone who is not enrolled in the course.

Students will be instructed in the use of synchronous meeting technology during orientation and/or the first on-campus session of the DNP Program.

**Course Materials and Audio/Video Recordings:**

All course materials, including but not limited to handouts, slide presentations, photographs, recorded lectures and/or workshops, audio and video materials, discussion boards, and literature are intended solely to facilitate discussion and learning in accordance with the mission and objectives of the DNP Program. Any use, reproduction, or dissemination of these materials for a purpose unrelated to Course and/or Program Objectives will be regarded as copyright infringement.

Students should be aware that discussions, lectures, presentations, and/or participation in distance learning activities, e.g., during Adobe Connect Webinars, may be audio and/or video recorded.
Attendance Verification and Distance Learning Participation:

As of fall 2015, all faculty members are required to confirm a student's attendance for each course by the end of the first week of classes. Failure to do so will result in a delay in the disbursement of your financial aid. The confirmation of attendance is required for all students, not only those receiving financial aid.

Students are expected to regularly participate online, and faculty will monitor student participation in each course. Students who have not logged on and/or participated in distance learning activities for two (2) weeks will be at risk for not successfully completing the course.

Tips for Success in Distance Learning Courses:

It is critical that you have a reliable Internet connection:
You must have access to a high speed internet connection throughout the DNP Program. You will be using the Canvas learning management system extensively to download class materials, submit your work, and review and comment on the work of others.

Firewalls may interfere with the Canvas interface. Pop up blockers may need to be disabled to access Internet resources and activities. If you are encountering this type of problem, check the status of your popup blocker and disable if it is active.

Always save your work in multiple places:
Do not rely on your hard drive, flash drive, or your email account as the only space to save your work. Be sure to back up all of your documents in multiple places.

Technology is not a legitimate excuse for late work:
It is important to plan your time carefully. You are expected to pace yourself to access weekly content, participate in weekly discussions/activities, prepare work, and submit required assignments by the established due dates as set forth in course syllabi. You should avoid submitting required assignments just prior to the deadline in the event that you experience technical difficulty. You will have access to assignments and materials prior to their due dates. It is suggested that you do download information from Canvas for each course and save it elsewhere for easy access.

Failure to complete an assigned task because you did not timely obtain the assignment from Canvas will not be accepted as a legitimate reason for submitting an assignment late. You should formulate a backup plan in the event that your primary technology system misbehaves or becomes inoperable, i.e., campus labs, public libraries, or relatives/friends.

DEFERRAL POLICY

A student admitted to the DNP Program may apply for deferral of admission for one year. The student’s request for deferral of admission will be considered on a case by case basis and is not guaranteed. Deferral must be applied for prior to the August 1st. Applicants not granted deferral may reapply for the following year’s class. Approved 12/2009
DISCIPLINARY AND REMEDIATION ACTIONS

Student infractions related to policies and procedures of the DNP Program, School, College, University, affiliate facility, and clinical site, and infractions related to federal and state statutes, rules and regulations may result in disciplinary actions including dismissal from the DNP Program.

Students should first inform their faculty advisor of any difficulties they are experiencing that may impact their success in the DNP Program. Student counseling is provided for both didactic and clinical portions of the program of study as needed.

Academic Warning, Probation, and Dismissal

Academic warning and probation are governed by the rules of the University and Program. See also ACADEMIC PROGRESSIONS STANDARDS above.

In order to progress in the program, the DNP student must:
1. Achieve grade of “B” or better in all clinical related courses; and
2. Maintain a cumulative GPA of 3.0 or better.

Because of the successive nature of the curriculum, any grade less than “B” in a DNP clinical related course is grounds for non-progression and therefore the student will be placed on probation or dismissed from the Program.

Clinical Probation and Dismissal

A student may be placed on probation if, in the judgment of the Graduate Admissions and Progressions Subcommittee, DNP Program Director, and with the approval of the SON Director, a student’s clinical competence and/or behavior is below an acceptable level (Unsatisfactory). A final clinical grade of “U” (Unsatisfactory) constitutes grounds for dismissal from the DNP Program.

Grounds for clinical probation include, but may not be limited to:
1. Unsatisfactory clinical performance, such as:
   a. The inappropriate use or sharing of patient information (HIPPA violations).
   b. Failure to carry out assigned duties in the clinical area.
   c. Failure to complete weekly Typhon log or documentation.
   d. Violation of clinical site regulations and/or polices.
   e. Inappropriate use of technological devices in the practice area (i.e. cell phone, cameras, etc).
   f. Mistreatment of a patient.
   g. Level of incompetence representing a threat to patient safety.
   h. Falsification of document records.
   i. Insubordination or failure to follow direct instructions from faculty (clinical or didactic).
   j. The administration of any drug without the permission of a clinical faculty member.

2. Unprofessional/Uncivil behavior by a DNP NP student towards instructional staff and violation of acceptable standards of decorum as demonstrated by:
   a. Argumentative behavior with staff or faculty in the clinical area having potential negative effect upon patient care.
   b. Failure to follow instructions of staff or faculty in the clinical area.
c. Any behavior deemed by the preceptor to which the student is assigned to be disruptive or inconsistent with the proper operation of that office.

d. Absenteeism and/or tardiness.

The process of placing a student on clinical probation is as follows:

1. The faculty member schedules a meeting with the student and the DNP Program Director to discuss the reason(s) for recommending a clinical probation. During the meeting, the student has the opportunity to provide evidence to refute the recommendation.

2. After hearing all sides, the DNP Program Director will present the case to the Graduate Admission and Progressions Subcommittee to determine whether or not the students should be placed on clinical probation.

3. The student is informed in writing of the decision by the DNP Program Director. If the decision is to place the student on clinical probation, the probationary period begins with the date of the written notification. The probation Plan of Action must contain the following:

   a. Relevant deficiencies of the student.
   b. Period of probation.
   c. Expected outcomes from the period of probation.

4. If the student does not comply with the probation Plan of Action, he/she can be dismissed at any time during a period of clinical probation.

5. During the probationary period, the DNP Program Director and/or Clinical Preceptor or select faculty member(s) will confer with the student a minimum of once per week. At these conferences, efforts are made to aid the student in correcting deficiencies.

6. The DNP Program Director or designee will follow up with the clinical preceptor following this meeting and a note will be placed in the student’s file.

7. At the end of the period of clinical probation (up to 60 days), the clinical faculty counseling the student makes one of the following recommendations to the DNP Program Director:

   a. Assignment of an unacceptable grade for the practicum course.
   b. Extension of the period of clinical probation.
   c. Removal of probation status and return to good standing in the DNP Program.

8. The final determination of clinical probation is made by the Graduate Admission and Progressions Subcommittee.

**Dismissal**

A student may be dismissed without probationary period for identified infractions. Dismissal of any student for deficiencies must reflect a consensus of the, DNP Program faculty, Graduate Admission and Progression Subcommittee, and as recommended to the DNP Program Director and approved by the SON Director.

Grounds for dismissal without a probationary period include:

1. Level of incompetence representing a threat to patient safety.
2. Falsification of clinical hours, clinical records, clinical experiences or records.
3. While in practicum or class, being under the influence of alcohol, marijuana, or any controlled substances not prescribed by a physician.
4. Refusal to submit to a random drug test.
5. Insubordination or failure to follow direct orders from preceptor or clinical faculty
6. Theft of Program, University, or affiliate property.
7. The inappropriate management of a client without the permission of a preceptor.
8. Inappropriate pattern of Tardiness or Absenteeism

EMAIL POLICY

E-mail is an important communication tool used in the School of Nursing. Upon Admission to FGCU, all students are assigned an e-mail address that is accessible from any computer via the web page located at FGCU Webmail.

The FGCU assigned eagle e-mail address is the only address used by School of Nursing faculty to communicate with students via e-mail. Students are responsible and accountable for information sent via this e-mail address and should frequently check e-mails. Faculty in the School of Nursing may use email to communicate information, announcements, and memoranda. Course information such as assignments, handouts, and schedule changes may also be communicated through the email function in the learning management system (Canvas).

Students should communicate any problems with e-mail to faculty and/or Student Services Department of Student Information Systems and Technology. The ability to receive and read e-mail, open attachments, and access online information is vital to success in the FGCU School of Nursing DNP Program.

Students should be aware that e-mails and voice mails in the FGCU system are public record. Correspondence intended to be confidential should be made in person, by mail or other confidential method.

FACULTY EVALUATION OF STUDENTS

Written evaluations of the student’s classroom and clinical performances are completed by faculty, and the feedback is used for validation of the student’s strengths and strategies for improvement.

All didactic and clinical faculty members complete formative and summative evaluation for each student’s classroom and clinical performance. Faculty members who teach a didactic course provide a letter grade for each student at the end of the course, based on the grading methodology written in the course syllabus.
GRADING SYSTEM
Grading methodology is described in the course syllabi and applied consistently. Plus and minus grades are not awarded in the School of Nursing.

<table>
<thead>
<tr>
<th>Numerical Grade Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>82 - 91</td>
<td>B</td>
</tr>
<tr>
<td>72 - 81</td>
<td>*C</td>
</tr>
<tr>
<td>62 – 71</td>
<td>**D</td>
</tr>
<tr>
<td>&lt; 62</td>
<td>**F</td>
</tr>
</tbody>
</table>

* A GRADE OF “C” results in probation; ** A Grade of “D” or “F” results in program dismissal

GRADUATION REQUIREMENTS
Students must submit an Application to Graduate in the term of their expected graduation by the deadline noted in the academic calendar. All incomplete grades must be cleared prior to the application deadline. The School of Nursing and FGCU require completion of all required coursework in a major. The BSN to DNP major requires 81 credit hours and a minimum of 1000 precepted practice hours.

The following are minimum requirements for the DNP degree:

- Apply for graduation by the semester deadline indicated in the University calendar.
- Earn a minimum of eighty-four (81) credit hours with a minimum 3.0 GPA on a 4.0 scale.
- Earn more than 50% of the credit hours toward the degree through FGCU.

GRIEVANCES/PROGRAM COMPLAINTS
Complaints, grievances and appeals are resolved in a timely and equitable manner affording due process.

DNP Program complaints are those complaints that, in the opinion of the student(s), negatively affect the general learning environment of the DNP Program. Students are encouraged to utilize the DNP Program’s evaluation tools to provide feedback on the clinical sites, courses, and faculty. In the event of a DNP student academic grievance or non-academic grievance, the student will contact the faculty course instructor to discuss the issue. If the grievance issue is not resolved, the student will address the grievance with the DNP Program Director. If the grievance is not resolved at the DNP Program Director level, the student will address the grievance issue with the School of Nursing Director. When the grievance is not resolved at the School of Nursing Director level, the student will address the grievance issue with the Dean of Marieb College of Health and Human Services or his/her designee.
IMPAIRMENT POLICY AND PROCEDURE  
Approved by Faculty Organization 5/08

The School of Nursing expects all students to adhere to the professional behavioral standards of Registered Nurses as part of their academic requirements. Included in those professional behaviors is the maintenance of a drug free environment to assure a safe, fair working environment for all nursing students and their patients. The School of Nursing recognizes substance abuse (SA) and chemical dependency (CD) as hazards of nursing practice. Any student suffering from the illness of chemical dependence will receive the same careful consideration and referral for treatment as a student having any other chronic illness.

The School requires that nursing students (including undergraduates and registered nurses in graduate programs or undergraduate degree programs) be free from illegal drugs at all times. The student must also be free of alcohol while on the school/hospital premises or any affiliate academic or clinical site. Nursing students are prohibited from having possession of, being under the influence of, possessing in the student’s body, blood or urine or using, consuming, transferring, selling or attempting to do any of the above while on school or hospital premises or any affiliate academic or clinical site. This policy does not prohibit the legal possession or dispensing of patient medications in accordance with the student’s clinical assignment or the legal possession and consumption of alcohol in accordance with local and state law and FGCU regulations at approved non-clinical functions.

Any student in violation of the policy will be subject to immediate disciplinary action up to and including dismissal from the school, report to state licensing board, and referral to the Florida Impaired Nursing Program (IPN) and complaint to local police authorities.

A. Substance abuse education is included in the curriculum.

B. Admission Drug testing

Until proven otherwise an individual with a positive drug screen is presumed to be under the influence of drugs.

1. Candidates for admission to the SON DNP Program will be required to submit to a drug testing as a requirement for admission to the school. Admission will be denied to candidates who fail to provide a drug screen or have a positive result on a pre-admission drug screen.
   a. Failure to inform the school of a SA or CD history or active participation in a peer assistance program may result in denial of admission or immediate dismissal from the program.

2. Admitted students will be required to submit to drug testing as a program requirement and may be required to submit to drug testing for attending clinical practice sites during the program.

C. Testing for reasonable suspicion

Will require that a nursing student undergo an immediate blood or urine drug testing and/or alcohol breathalyzer screen and a possible physical body examination under any of the following circumstances:

1. When there is reasonable suspicion that the nursing student is under the influence of alcohol, intoxicants, non-prescribed narcotics, hallucinogens, marijuana or other non-prescribed controlled substances.
2. After the occurrence of a work-related injury, illness, or accident while at the school, hospital or any affiliate academic or clinical site.

3. Observation of poor judgment or careless acts, which caused or had the potential to cause a threat to patient safety, jeopardized the safety of others, or resulted in damage to equipment.

4. Nursing students who are taking over-the-counter or prescribed medication are responsible for being aware of the effect the medication may have on their academic performance or personal behavior and should report to their instructor or advisor the use of any medication that may impair their performance.

5. Nursing students may be transported to testing facilities by a faculty or staff member after signing a consent and hold harmless agreement.

6. Nursing students who refuse to undergo an immediate drug and alcohol screen and/or breathalyzer will be subject to immediate disciplinary actions, up to and including dismissal from the program.

7. Nursing students are held accountable for controlled substances per department policy for controlled substances at all hospitals or any affiliate academic or clinical sites.

D. Identification

The School is responsible for identifying individuals with deteriorating academic performance, behavioral changes and excessive absenteeism, but is not responsible for diagnosing the nature of the problem. Early detection, intervention, and treatment of SA and CD enhance the likelihood of a successful outcome. The impaired nursing student will be referred to the Florida IPN program for evaluation of SA, CD and if warranted, referred for treatment services.

It is the responsibility of every faculty member, clinical instructor, and nursing student to immediately report unsafe working conditions or hazardous activities related to chemical impairment that may jeopardize the safety of the individual student, the patient, or colleagues. Faculty members are also responsible for recognizing the signs and symptoms of chemical impairment on academic and clinical performance. There are numerous signs of SA and CD related to job performance and attendance. While single incidences of these behaviors may not be significant, the presence of several, and an increasing frequency or a consistent pattern of these behaviors are the basis for reasonable suspicion of chemical impairment.

Signs commonly associated with impairment include a change in the pattern of attendance, behavior or performance; physical signs of impairment or withdrawal, and unusual/abnormal use of controlled substances. See Table below for examples:
<table>
<thead>
<tr>
<th>Attendance</th>
<th>Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive sick calls</td>
<td>Sloppy/inappropriate clothing</td>
</tr>
<tr>
<td>Repeated absences with a pattern</td>
<td>Poor hygiene</td>
</tr>
<tr>
<td>Tardiness</td>
<td>Mood swings</td>
</tr>
<tr>
<td>Suspiciousness</td>
<td>Frequent irritability with others</td>
</tr>
<tr>
<td>Frequent accidents on the job</td>
<td>Excessive talkativeness</td>
</tr>
<tr>
<td>Frequent physical complaints</td>
<td>Poor recall</td>
</tr>
<tr>
<td>Peculiar/improbable excuses for absences</td>
<td>Physical abuse</td>
</tr>
<tr>
<td>Frequent absence from clinical area</td>
<td>Rigidity/inability to change plans</td>
</tr>
<tr>
<td>Frequent trips to rest room/locker room</td>
<td>Incoherent or irrelevant statements</td>
</tr>
<tr>
<td>Long coffee or lunch breaks</td>
<td>Drowsiness at work</td>
</tr>
<tr>
<td>Early arrival or late departure</td>
<td>Uncooperativeness with staff</td>
</tr>
<tr>
<td>Presence in clinical during scheduled time off</td>
<td>Tendency towards isolation</td>
</tr>
<tr>
<td>Confusion about work schedule</td>
<td>Deteriorating relationships</td>
</tr>
<tr>
<td>Request for assignments at less supervised setting</td>
<td>Verbalizing about SA/CD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance</th>
<th>Physical Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive time required for record keeping</td>
<td>Hand tremors</td>
</tr>
<tr>
<td>Assignments require more effort/time</td>
<td>Excessive sweating</td>
</tr>
<tr>
<td>Difficulty recalling/understanding instructions</td>
<td>Marked nervousness</td>
</tr>
<tr>
<td>Difficulty in assigning priorities</td>
<td>Coming to clinical area intoxicated</td>
</tr>
<tr>
<td>Display of disinterest in work</td>
<td>Blackouts</td>
</tr>
<tr>
<td>Absentminded/forgetful</td>
<td>Frequent hangovers</td>
</tr>
<tr>
<td>Alternate periods of high and low activity</td>
<td>Odor of alcohol</td>
</tr>
<tr>
<td>Increasing inability to meet schedules</td>
<td>GI upset</td>
</tr>
<tr>
<td>Missed deadlines</td>
<td>Slurred speech</td>
</tr>
<tr>
<td>Frequent requests for assistance</td>
<td>Increased anxiety</td>
</tr>
<tr>
<td>Carelessness</td>
<td>Unsteady gait</td>
</tr>
<tr>
<td>Overreaction to criticism</td>
<td>Excessive use of breath mints/mouthwash</td>
</tr>
<tr>
<td>Illogical or sloppy charting</td>
<td>Sniffing, sneezing</td>
</tr>
<tr>
<td>Deteriorating handwriting</td>
<td>Clumsiness</td>
</tr>
<tr>
<td>Poor judgment</td>
<td>Flushed face</td>
</tr>
<tr>
<td>Inattentive</td>
<td>Watery eyes</td>
</tr>
<tr>
<td>Disorganized</td>
<td>Anorexia</td>
</tr>
<tr>
<td>Tendency to blame others</td>
<td>Patient's complaints regarding poor care</td>
</tr>
</tbody>
</table>
Use of Controlled Substances

Signs out more controlled substances than other providers
Frequently breaks or spills drugs
Waits to be alone before obtaining controlled substances for assigned cases
Discrepancies between patient’s charts and narcotic records
Patient complaining of pain out of proportion to medication charted
Frequent medication errors
Defensive when questioned about medication errors
Frequent disappearance immediately after signing out narcotics
Unwitnessed or excessive waste of controlled drugs
Tampering with drug vials or containers
Use of infrequently used drugs

E. DOCUMENTATION
When SA or CD is suspected nursing students and faculty are responsible for reporting their concerns and observations to the Director of the School of Nursing and in the case of graduate students to the Director/Program Director of the student’s program or their designees.
The Director(s) will work to substantiate observations and concerns about the student.
1. Documentation will be written, clear, concise, and include dates times, locations, and names of witnesses.
2. All pertinent records will be reviewed, including but not limited to patient records, narcotic inventory/usage, attendance records, record of grades, and clinical evaluations. Trends, violations or errors will be documented.
3. Confidentiality of reportees will be assured.

F. INSPECTION OF NURSING STUDENTS AND THEIR PROPERTY
1. With reasonable suspicion, inspection of lockers may be conducted by authorized personnel, including but not limited to hospital and school administration, faculty members, or school/medical security/police officers without notice, without students’ consent and without a search warrant.
2. Reasonable searches of nursing students and their property include but are not limited to lockers, mailboxes, lunch boxes, book bags, or other items on medical center property and private vehicles if parked on school or medical center property. Whenever possible, searches of nursing student’s personal property will take place in the presence of the nursing student.
3. Physical evidence such as used syringes, medication vials, or containers of alcohol, found during a search of a nursing student locker or property will be retained by the police or by the SON personnel as supporting evidence.
4. A nursing student who refuses to submit to an immediate search or to display of property shall be considered insubordinate and subject to immediate dismissal.
G. ARRESTS OR CONVICTIONS
A nursing student who is arrested or charged with a criminal offense, on or off-duty, must promptly (within 48 hours) inform the school of the arrest and the nature of the charges. Failure to notify the school of an arrest or charge is grounds for disciplinary action up to and including dismissal from the school, regardless of whether the arrest or charges lead to conviction.

The nursing student charged with a drug offense or DUI will be immediately suspended from the school, pending resolution of the charges. The nursing student will be referred to the Florida IPN program for evaluation, treatment and monitoring, or to the Board of Nursing. The school will determine whether or not the student can be reinstated in the school during or upon conclusion of the legal proceedings. Students arrested for other criminal offenses may be immediately suspended from the school until the charges are resolved.

H. INTERVENTION
Intervention is a planned method of confrontation that attempts to provide an objective and factual presentation of the problem to the impaired nursing student. The objective of intervention is to get the nursing student to agree to a SA or CD evaluation for diagnoses and possible treatment.
1. The nursing student will sign consents for drug and alcohol testing per faculty request based on reasonable suspicion of SA.
2. The nursing student will be referred to the Florida IPN program and agree to a substance abuse evaluation and compliance with recommendations made by the Florida APN program.
3. All information, interviews, reports, statements memorandums, and drug test results, written or otherwise, received by the School are confidential. Documentation will be kept by the Director of the School of Nursing in file separate from the nursing student academic file. All documentation will become part of the permanent academic file should disciplinary action be warranted.

I. TREATMENT
Following a positive assessment for SA or CD, the nursing student will be immediately suspended from the program and required to enroll in the Florida IPN program for substance use evaluation, treatment and monitoring.
1. The Florida IPN program is free. However, if the student chooses private addictions treatment in addition to the IPN program, they will accept responsibility for the cost of the treatment.
2. If the nursing student fails to comply with the referral to the Florida IPN program, they will be dismissed from the program and reported to the Board of Nursing.
3. If the nursing student enters rehabilitation or a comprehensive substance abuse program as determined by the Florida IPN, a leave of absence will be granted to the nursing student and cannot to exceed 12 months.
4. If a nursing student fails to comply with the Florida IPN recommendations for treatment, they will be subject to immediate dismissal from the School of Nursing.
J. RE-ENTRY TO THE SCHOOL
Following successful completion of an approved Florida IPN program for SA or CD, a nursing student may be allowed to reenter the School of Nursing with a conditional enrollment status that is dependent upon: abstinence from all psychoactive substance, participation in on-going after-care programs, and restricted access to controlled substances in the clinical area governed by the Florida IPN. Reentry after treatment may be granted only once.

1. A conference will be conducted with the student, the nursing student’s IPN counselor, Director of the School of Nursing, and if appropriate, the Director of the student’s program.
2. The nursing student will provide evidence of successful completion of drug/alcohol rehabilitation and sustained active recovery/sobriety, including at least two references from a treatment counselor and a physician indicating that the nursing student is substance free, presently involved in an after-care program, and is fit for duty with no restrictions, other than those required by the school and has a planned program for continued recovery (aftercare).
3. A written contract with the school will be required for all nursing students reentering the program. The contract will include the responsibilities and requirements of the nursing student and the consequences of failure to meet any of the requirements. The contract will be specific for the individual involved according to his or her particular situation and state licensing regulations/requirements/guidelines. A re-entry contract may be more restrictive than the state requirements.
4. Faculty/clinical instructors will be notified of any clinical practice and schedule restrictions.
5. The recovering nursing student will be treated with respect and afforded all opportunities granted to other nursing students with disabilities.

K. DISMISSAL FROM PROGRAM
The following reasons are cause for dismissal of a nursing student with a suspected or known problem with SA or CD.

1. Failure to provide a written consent for a drug screen.
2. Failure to provide a blood or urine sample for a drug screen.
3. Refusal to submit to SA or CD evaluation conducted as determined by the Florida IPN.
4. Failure to complete appropriate SA or CD treatment as recommended by the Florida IPN program.
5. Failure to abide by the terms of the student’s re-entry contract with the school.
6. Conviction of or admission to, criminal activity.

L. DUE PROCESS
Any action taken against a student for violations of this policy may be appealed as an academic dismissal for failing to adhere to professional behavioral standards.
INFORMATION SHARING POLICY

Information about students is normally considered to be confidential. However, since students in the DNP NP Program are involved in direct patient care there are exceptions. E-mail addresses, physical addresses, phone numbers and other personal contact information must be shared with the clinical sites so that provisions for patient care can be made. Additionally, student information which could impact on patient care, including but not limited to, academic performance and personal health information will be shared with clinical faculty on a need to know basis.

Violations of the Nurse Practice Act will be reported to the Florida State Board of Nursing.

Approved 7/2010.

LEAVE OF ABSENCE POLICY AND PROCEDURE

A student may apply for a leave of absence (LOA) from the DNP NP Program due to illness, family emergency, pregnancy, or other extreme extenuating circumstances. A LOA may be granted for a maximum length of three (3) consecutive semesters. Fall, spring, and summer are all semesters in the nursing program. Withdrawal from courses during a semester for academic reasons does not constitute a LOA. Students may not seek more than one LOA during their enrollment in the DNP NP Program. A LOA form (Appendix B) must be completed and submitted to the DNP NP Program Director and School of Nursing Director for approval. The student will be notified in writing if the LOA request has been approved. Students should contact Graduate Admissions Office to review any additional university requirements regarding LOA.

A student returning from an approved LOA is required to meet with his/her advisor prior to registering for classes. A student returning from an approved LOA may be required to test for competence in previously taken courses and complete other work as necessary to bring knowledge and skills to the level expected in the DNP Program.

If a student does not return after the LOA, the student will be dismissed from the DNP program.

TYPHON

The Graduate Nursing Programs utilize the Typhon Group Student Tracking System. This tracking system has been designed for students enrolled in advanced practice programs nationwide and is a complete electronic student tracking system, with specific areas for:

- Clinical Experience Logging and Tracking
- Electronic Student Portfolios
- External Document Management
- Clinical Experience Reporting
- Custom Evaluations & Surveys (EASI)
- Student Biographic Database
- Clinical Site Database
- Student Scheduling.

DNP NP Program students are required to fully use the Typhon system throughout the DNP Program and are responsible for maintaining current, complete, and accurate information.
such as demographics, immunizations, American Heart Association BLS, FL RN licensure, clinical logs, practice evaluations, and documentation. DNP NP students are responsible for learning how to correctly use the Typhon system.

III. Clinical Practice and Laboratory Policies and Guidelines

AMERICAN HEART ASSOCIATION BLS

Students are to maintain current BLS certification throughout their entire program. A student who does not have current BLS certification will not be allowed to enroll and/or maintain enrollment in nursing courses.

Students must obtain BLS certification from the American Heart Association. The School will not accept any other certification. It is the student responsibility to make arrangements to complete any necessary courses and or renewal courses. The School of Nursing does not offer the certification classes. Supporting evidence of current certifications must be submitted by the student directly into the Typhon.

BACKGROUND CHECKS

In order to meet requirements of various clinical agencies where DNP students have practice experiences, students are required to have background checks. A DNP student with background check results that prevent placement at clinical sites may not be able to continue in the program. FGCU School of Nursing requires both of the following:

• Level 2 Background Check: FBI and Florida Department of Law Enforcement (FDLE). This is a Background Check obtained through Castle Branch that involves fingerprinting. Students must have fingerprinting completed at least six weeks prior to the first day of classes. You will be required to sign a waiver prior to scheduling a background check. The cost of the background screening that includes drug test, criminal search, fingerprinting is $142.00.

CELL PHONE POLICY

The use of cellular phones, text messaging and internet devices, including devices for videotaping, photography, audio taping or any other multimedia device is prohibited in practice and in the classroom except for use related to the point-of-care or as part of an assignment in the classroom. Students in violation of this policy may be placed on probation.

SOCIAL MEDIA POLICY Approved by Faculty Organization 1/27/2014

INTRODUCTION Nurses have a responsibility to understand the benefits and consequences of participating in social media. Students must consider important concepts and a number of principles when functioning within the virtual world of social media in order to maintain their own reputation, the reputation of the School of Nursing, and that of nursing as the most trusted profession. This policy encompasses personal and professional social media use.
IMPORTANT CONCEPTS To understand the appropriate use of social media, it is important to understand confidentiality and privacy in the context of nursing education.

- **Privacy**
  The patient sharing personal and health information with the expectation that they are treated with dignity and respect and the information will remain confidential.

- **Confidentiality**
  Safeguarding patient information.

- **Protected Health Information (PHI)**
  Any and all information covered by Health Insurance Portability and Accountability Act (HIPAA) such as a patient’s health status, provision of health care, payment for health care and medical record that can be linked back to a specific individual.

- **Confidential personal or nonpublic proprietary information**
  Information about other students, families, FGCU faculty, staff, alumni, and clinical institutions and employees such as any non-public personal and financial information, pictures without consent, computer codes/passwords.

TYPES OF SOCIAL MEDIA Social media is defined as web-based and mobile technology used for interactive communication. Regardless of the type of social media, students are responsible for content they post and promote. Examples of social media may include (but are not limited to) the following:

- Blogs – Blogger, LiveJournal, Xanga
- Microblogs – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasts – Blubrry
- Social networks – Allnurses.com, Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Second Life
- Social news sharing – Digg, Flickr, Instagram, Reddit, Snapchat
- Social bookmarks/social tags – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosts – Vimeo, YouTube

POLICY STATEMENT The School of Nursing recognizes that social networking provides opportunities such as communication about the nursing profession, discussion of nursing and health related information, and the dissemination of research and evidence-based practice. However, privacy is a fundamental ethical and legal obligation for all nurses; therefore, the School of Nursing embraces the American Nurses’ Association Principles for Social Networking (ANA, 2011) as guiding principles:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.
Students should represent Florida Gulf Coast University (FGCU) and the School of Nursing in a fair, accurate, ethical, and legal manner while engaging in all internet activities. Official School of Nursing electronic communication regarding School business, academic schedules, academic classes will occur through School-sanctioned channels such as FGCU email, Canvas, listservs, and FGCU websites. When interacting on social media, students must be cognizant that information may be public for anyone to see and can be traced back to you as the individual. **Students are prohibited from disclosing through social media information such as (but not limited to) the following:**

- Patient protected health information as defined by HIPAA, including identifiable information concerning patients, clients, and clinical rotations and locations.
- Clinical discussions for the purpose of education that include any identifiable information related to patients or clinical institutions and employees.
- Location of clinical sites
- Confidential or non-public proprietary information including photos or videos of patients, patient families, students, faculty, staff, and clinical institutions and employees.
- Comments that are damaging to FGCU, other students, faculty, staff, and clinical institutions and employees.
- Comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Postings that are in violation of any state or federal laws.

Nursing faculty and students have an obligation to immediately report any violations of privacy and confidentiality.

**CONSEQUENCES** Improper use of social media may violate state and federal laws established to protect patient privacy and confidentiality and can result in both civil and criminal penalties. Inadvertently or unintentionally breaching privacy and confidentiality may result in disciplinary action including:

- Failure in a course
- Report/Notification to the Dean of Student Affairs
- Student Conduct Hearing
- Dismissal from the clinical site
- Dismissal from the nursing program
- Being reported to the Florida Board of Nursing

Students are legally responsible for any and all communications on social media websites. If you make a mistake, admit it immediately. Faculty and staff can assist you in finding a solution, potentially avoiding any harmful implications.

**References/Resources**


Skiba, D.J. (2011). Nursing education 2.0: The need for social media policies for schools of nursing. *Nursing Education Perspectives, 32*(2), 126-127.

**CLINICAL DOCUMENTATION**

Students are required to keep accurate logs of your time with your preceptors and your patients. Your course faculty will advise you of this in depth when you begin your practice courses, and will provide you with information to electronically log in your clinical encounters and other information in the Typhon electronic tracking system. Your hours must add up to the minimum required minus lunch breaks. You will need to keep a running record of hours so that the course faculty and the Program Director can easily verify that you do, indeed, have the required hours for your course work. The preceptor will be asked to verify hours in Typhon.

Students are responsible for documenting their clinical encounters on a weekly basis. Faculty check their logs to ensure students are entering patient data in a timely manner.

A summary report of your logs, at time of graduation, will be permanently maintained in your file and kept at the School of Nursing. Accreditors and state board examiners may request to see such documents to determine if we, in fact, are doing what we say we are in our program. **Please keep copies of all logs, papers, etc. throughout your program of study for your own files.**

The number of clinical hours required for completion of the program is contingent on satisfactory achievement of the required competencies for each clinical course. **Additional hours may be needed to achieve a satisfactory level of competency.** In addition, the number of total hours required may increase subject to national guideline requirements for accreditation and/or national certification. If this occurs, you will have to add hours to your program of study. *Approved 9/2007; Reviewed: 07/2010; 08/2011.*

**CLINICAL INCIDENTS**

Students must report any patient incidents or student injuries immediately as per clinical agency and or FGCU policies. Students must also report any patient incidents or student injuries to the course faculty and the Program Director within one business day.

**CLINICAL SITE ROTATIONS**

Clinical site rotations are made by, and are based on student learning needs and opportunities for clinical experiences.

1. Students must complete practice course requirements in a setting other than their place of employment.
2. The practice preceptor must be someone other than the student's immediate agency supervisor.
3. Students are required to complete all practice requirements to successfully complete the practice courses (See individual course syllabi for specific requirements).

Commonly Used Nurse Practitioner Practice Sites:

Practice sites used for nurse practitioner students can be as varied as you can imagine. They also vary based upon the population focus of the individual student’s course of study (i.e. pediatrics vs. women’s). Practice sites may include health department clinics, migrant worker clinics, health district hospital clinics, nursing homes, assisted living facilities, private physician offices, community health centers, hospital EDs, student health clinics, family planning clinics, private outpatient surgical centers, etc. Every student does not need the same experiences as every other student. You will have the opportunity to share the differences of your experiences with one another in class.

The agencies and institutions for advanced practice nursing experiences in the graduate program are selected according to the following criteria:

- The health care philosophy and objectives of the agency or institution are compatible with those of the School of Nursing and learning needs of the students.
- The census and type of clients and advanced nursing situations are adequate to fulfill course objectives and advanced nursing practice expectations.
- The educational preparation and experience of the preceptors meets required criteria for the specific experience.
- The location of the agency/institution is accessible.
- The types of services actually provided by the agency are consistent with the advanced nursing practice objectives and competencies.
- Use of the agency by other nursing programs/disciplines does not create a conflict in obtaining learning opportunities for FGCU graduate nursing students.

Selecting Practice Preceptors and Sites:

Students are encouraged to begin to consider with whom you wish to precept very early in your program, and begin making the arrangements for the experience. Approval of a preceptor and site for your practice experiences must come in consultation with your course faculty and/or the Program Director. Students **may not use the same clinical area or unit** in which they are employed.

Qualified Preceptors:

In choosing a preceptor, please ascertain that the person is board/nationally certified in the area of practice; must have practiced for two or more years, and ideally, have taught or precepted graduate nurse practitioner students, medical or physician assistant students. Select early and according to the course and practice objectives for that semester. Students may **use a preceptor only once** during their program of study. The preceptor and site must be reviewed and approved by the faculty. Ideally, nurse practitioner students will precept with masters prepared, nationally certified nurse practitioners with two or more years of advanced practice nursing experience. Physicians and master-prepared physician assistants may, in some select cases, be used if approved by faculty or the DNP NP Program Director. The **majority** of advanced practice nursing experiences should be with nurse practitioners and/or physicians.
When you approach the potential preceptor, please explain that you will need to have the opportunity to obtain complete and episodic histories, perform physical examinations, present patients to the preceptor, discuss options for diagnostic tests, and suggest management strategies. You need to be involved in the decision-making process to some degree, and have opportunities for in-depth discussions about patients with preceptor in order to gain insights into appropriate management. In addition, opportunities for patient follow-up, documentation, and understanding certain financial influences of the practice site, etc., are important. **In other words, if all you can do is follow the preceptor around without ever having the opportunity to provide the assessment and management with consultation and teaching from this person, then it will not be a productive learning environment.**

Preceptors receive a Preceptor Guidebook when they agree to precept students that explains their role with students as well as other important information.

**Your preceptor should provide input and feedback to the faculty. However, it is your School of Nursing faculty who determines your final course grade.** Please keep in close contact with your course faculty for every advanced practice nursing course.

Arrangements for preceptorship are completed by the student and preceptor, and approved by the faculty, prior to the start of the semester. The student is **responsible for obtaining a current CV and proof of licensure/certifications** if this is the first time the site/preceptor is utilized.

**Scheduling Advanced Nursing Practice Experience During School Breaks:**

During the breaks and the periods between semesters, students **may not** have clinical experiences except for students who have prior approval from faculty for extenuating circumstances.

**FLORIDA RN LICENSE & CURRENT REGISTRATION**

Students must maintain current, unrestricted licensure as a Registered Nurse in the State of Florida to be eligible for clinical instruction at any clinical location. Proof of current Florida RN licensure must be submitted into Typhon and kept in the NA Student Credentialing Portfolio.

**HEALTH INSURANCE**

Students are strongly encouraged to carry their own major health insurance for the entire time they are in the DNP Program. Students are encouraged to compare policies and coverage before entering the Program. The University student health clinic provides free, or low-cost, non-urgent care for all registered students and also offers cost-effective major medical health insurance coverage to registered students.

Students who are injured at a clinical affiliate site are examined/treated per the policies/procedures for that facility. Students must report any injuries to the Clinical Coordinator and the Program Director within one business day. If treated at the facility, the hospital/clinic bills the student’s insurance carrier, or charges the student, for all care given. **THE UNIVERSITY, SCHOOL, AND/OR PROGRAM ARE**
NOT FINANCIALLY RESPONSIBLE FOR HEALTH CARE CHARGES INCURRED BY STUDENTS.

HUMAN IMMUNODEFICIENCY VIRUS POLICY

The School of Nursing adheres to the State University System AIDS policy, which includes:

No student will be required to cease attending the university solely on the basis of a diagnosis of infection. Such decisions will be made only after reasonable accommodations have been made and an examination of the facts demonstrate that the student can no longer perform as required, or that the student presents a health risk to himself/herself or the university community. Students are referred to the State University System AIDS Policy for guidelines on Students of the Health Occupations Doing Health Care Work (SUS AIDS Policy, 1988, p. 11-14)

Procedure for Management of Post-Exposure to HIV Policy

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Responsible Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Immediate antiseptic procedures should be followed after possible exposure.</td>
<td>Student and practice faculty.</td>
</tr>
<tr>
<td>2. A student, resident or faculty member has an ethical duty to report to the faculty member in charge or designated college official any incident that exposes him/herself or a patient to a risk of transmission of a blood borne disease.</td>
<td>Student reports exposure to faculty immediately after the incident.</td>
</tr>
<tr>
<td>3. A School of Nursing incident report must be completed within 48 hours of knowledge of the incident. An incident report where incident occurred must be completed according to agency policy.</td>
<td>Practice Faculty</td>
</tr>
<tr>
<td>4. School of Nursing Post-Exposure Evaluation and Follow-up will be initiated. Three copies will be made and distributed to the exposed student, Program Director and Advising File.</td>
<td>Program Director</td>
</tr>
<tr>
<td>5. The Program Director will be notified on the day of the exposure occurrence.</td>
<td>Practice Faculty</td>
</tr>
<tr>
<td>6. Confidential testing and appropriate counseling should be offered to the individual following exposure. The care provider is ethically obligated to be tested for HIV where the patient is exposed to a provider’s blood. (Although it is more a matter for the practice</td>
<td>The DNP Program Director will refer students to: Student FGCU Health Services (Hours 8:00 am-5 pm, Mon-Fri.) for testing and for counseling. Student Health Services will provide medical</td>
</tr>
</tbody>
</table>
site than the academic School of Nursing, if such a provider tests positive, the patient should be notified of the test notwithstanding the provider’s privacy rights, and the patient should be offered HIV testing, counseling, and prophylaxis as appropriate).

intervention at low cost and/or for insurance coverage. Student will be referred to his/her private physician if extended care is needed.

CDC guidelines for occupational exposure through needle stick are to be followed. Seronegativity must be established through immediate blood test. Test may be done by clinical agency, Student Health Services, or physician. Student must present validation of receipt to School of Nursing at 6 weeks, 3 months, and one year.

A "significant occupational exposure" is defined as:

- A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
- A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
- A cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

NOTE: These policies and guidelines have been adapted from those developed by the American Association of Colleges of Nursing, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036. They reference OSHA regulations and the Morbidity Mortality Weekly Report, 36 (Suppl. #2S), Center for Disease Control (1987) Atlanta, GA, entitled "Recommendations for Prevention of HIV Transmission in Health Care Settings". Approved 1/2007; Reviewed 7/2010

IMMUNIZATIONS AND SCREENING TESTS

All students are required to maintain current immunization/screening throughout their entire program. A student who does not have current immunization/screening requirements met will not be allowed to enroll and/or maintain enrollment in nursing courses.

Students are required to submit proof of immunization/screening into Typhon. It is the responsibility of the student to update immunization/screening during the program and to submit relevant updated documentation into Typhon. The School of Nursing requires the following immunization/screening:

- Positive Varicella (Chicken Pox, Herpes Zoster) titer test
- Current Tdap (within 10 years)
- TB (PPD) screening test on DNP Program admission and annually thereafter. A positive test result must be followed up with a chest x-ray and annual TB cough assessment form to verify inactive status.
- Positive Hepatitis B Titer
Hepatitis B Virus (HBV) infection is a known blood-borne disease with serious implications for health care workers which kills about 200 workers and infects thousands more each year. Although much more infectious than human immunodeficiency virus (HIV) (risk 7 to 30 percent following percutaneous exposure to a hepatitis surface antigen carrier), it is less often fatal than HIV and HBV is completely preventable by immunization. Given these circumstances, the School of Nursing adheres to the following guidelines, when the titer does not prove immunity:

Students are required to present documentation of the initiation of series of HBV immunization on admission to the graduate program and documentation of completed HBV series no later than six months after enrollment, or student must sign waivers and assume liability.

Hepatitis B vaccines are given in a series of 3 injections. Injection #1 is followed one month later by injection #2. Injection #3 is given 6 months later. Vaccines are available through private medical providers, the Lee or Naples County Health Departments, and the University Student Health Services. Approved 1/2003; Reviewed 7/2015.

Students are required to receive the influenza vaccine annually.

- Please note that additional immunizations/screenings may be required by clinical agencies of the School of Nursing during the academic year.

PROFESSIONAL ATTIRE AND NAME TAGS REQUIREMENT

The School of Nursing has a professional attire requirement for all courses and clinical experiences undertaken by DNP NP students. Students must present a professional appearance in class and follow the policies and procedures of the clinical site related to dress codes.

As a professional graduate nursing student representing the FGCU School of Nursing all students should dress in a professional manner. Jeans, sweat pants and shirts, sandals and casual accessories are not considered appropriate in the clinical setting. Lab coats should be worn at all clinical sites as appropriate. Lab coats should be ¾ length, white, and are the student’s responsibility to purchase and maintain. All clothing should be neat and not wrinkled. Hair should be worn neat and off the collar and nails should be short while in the clinical setting and during clinical courses.

NAME TAGS & IDENTIFICATION

School of Nursing name tags are to be worn at all times by students who are in school-related nursing experiences in the role of graduate nursing student. Name tags are available from the FGCU bookstore. A name tag with your name and title is required. The name tag should read as follows:

Jane Doe, BSN, RN (or otherwise appropriate credentials)
DNP Nurse Practitioner Student

EQUIPMENT & SUPPLIES

Students will be required to purchase equipment for use in the clinical setting and for practice in Advanced Health Assessment from an approved vendor. Vendor and ordering information will be provided on the DNP portal in Canvas for the following specialized equipment: stethoscope with pediatric attachment, ophthalmoscope, otoscope, reflex hammer and tuning fork. Students are expected to have a watch with a second hand, a web-based smart phone and a personal computer.

PROFESSIONAL LIABILITY INSURANCE

DNP students are required to provide evidence of current Student Nurse Practitioner liability insurance upon admission to the program. If you already have individual RN liability insurance they can make an amendment to your current policy for an additional fee which will cover you in your scope of practice as a Nurse Practitioner Student. The minimum coverage required by Florida Statute Section 624.09F.S for professional liability of at least $100,000 per claim with a minimum annual aggregate of at least $300,000 from an authorized insurer for Nurse Practitioners.

The following table provides sampling of insurance providers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Address</th>
</tr>
</thead>
</table>
| Nurse Guard                   | 1-800-221-4904 | Cotterell, Mitchell & Fifer, Inc.  
99 Hudson Street.  
New York, NY  10013  
www.cmfgroup.com            |
| Marsh Affinity Group Services/American Nurses Association | 1-800-503-9230 | 8515 Georgia Avenue  
Suite 400  
Silver Spring, MD 20910  
(301) 628-5000  
(301) 628-5001 (fax)  
www.proliability.com |

TRAVEL REQUIREMENT

Students must meet all clinical practice requirements while in the DNP Program. Students will be expected to travel to various practice sites during their course practice experiences. Practice sites are subject to preceptor availability and may be anywhere in the five county (Charlotte, Collier, Lee, Hendry, Glades) service area or in a county outside this range if necessary (Sarasota, Desoto, ect.). Students cannot always be assigned within the county in which they live. Students are expected to provide transportation as necessary to attend practice.

Students are advised to use caution in selecting parking facilities and locations for personal safety reason and the safety of their vehicle. Students must park at their own risk. The DNP Program is not responsible for damage or theft of any student's vehicle.
UNSAFE/UNPROFESSIONAL CLINICAL PRACTICE POLICY AND PROCEDURE  Approved 1-11-2010

Students must meet academic and professional standards of behavior and adhere to clinical agency policies and procedures when in clinical practice to ensure client safety and well-being. Where there is unsafe or unprofessional practice a student may be removed from clinical practice to maintain client safety and well-being as well as the safety and well-being of other students, faculty, and agency personnel.

Although students will normally be notified during the semester when they are not meeting expectations, it should be understood that egregious deviations from the standards of care or other actions jeopardizing patient safety or unprofessional conduct can result in failure in a clinical course and/or dismissal from the Nursing program from a single incident in which no notification can be reasonably made.

Examples of unacceptable clinical practice behaviors include, but are not limited to, the following:

- Inadequate preparation for the clinical assignment
- Careless or negligent behavior when caring for a client
- Providing care without the supervision
- Failure to report an omission of, or error in, care
- Falsifying patient records
- Breach of client confidentiality
- Breach of professional ethics
- Failure to adhere to agency policies and procedures
- Absence from clinical practice without appropriate notification to instructor and/or agency
- Chronic tardiness
- Impairment (drugs and/or alcohol; sleep deprivation)
- Non-adherence with School of Nursing practice attire requirements

SEE SPECIFIC DNP NP PROGRAM UNACCEPTABLE CLINICAL PRACTICE EXAMPLES UNDER THE DISCIPLINARY ACTIONS SECTION OF THIS GUIDEBOOK

Removal from clinical practice may be for a single clinical assignment; the remainder of a course; or all clinical practice courses. The student may receive an unsatisfactory (“U”) in the clinical practice course(s) as well as a failure (“F”) in any corequisite NGR Didactic course(s), or be dismissed from the MSN Program when evidence of unsafe or unprofessional practice has been determined.

Procedures for Removal of a Student from Clinical Practice

I. **Single Clinical Assignment** – when a Clinical Instructor/Preceptor or Program Director has determined that a student has demonstrated unsafe or unprofessional clinical practice behavior during a specific clinical assignment the Clinical Faculty/Preceptor or Program Director:

1. Verbally informs the student of the reason(s) why the student is being removed from clinical practice and ensures that the student immediately leaves the clinical area.
2. Informs the student’s Program Director of the situation involving the student.

3. The Program Director will provide a written learning contract to the student within two school days or as soon as practicable that describes the unsafe or unprofessional clinical practice behavior and outlines the consequences and/or requirements the student must meet should it be decided that the student may return to clinical practice. If more time is required for the development of the written learning contract the student will be notified. The student will not be permitted to withdraw (W, WF) from any Program courses when a removal from clinical practice is in progress, whether or not the University deadline for course withdrawal without a grade has passed.

4. Ensures the student signs the written learning contract and meets all requirements before allowing the student to return to the clinical area.

5. Monitors the student to ensure student maintains safe and professional clinical practice once back in the clinical area.

II. Remainder of a Course – when a Program Director has determined that a student may need to be removed from the clinical area for the remainder of a course:

1. The Program Director notifies the student verbally, and then in writing within two school days, that he/she may not return to the clinical setting while a decision about the student status is pending. The student will not be permitted to withdraw (W, WF) from any Program courses when a removal from clinical course is in progress, whether or not the University deadline for course withdrawal without a grade has passed.

2. The Program Director will meet with the faculty member that awards grades in clinical courses.

3. The Program Director and School Director review the student behavior, learning issues, and rationale for why the student should not be allowed to return to the clinical setting.

4. The Program Director and School Director meet with the student within five school days of the clinical instructor written notification to discuss the issues and the decision about whether the student should or should not be allowed to return to the clinical setting.

5. When the decision is to allow the student to return to the clinical setting, the Program Director and appropriate program faculty will meet with the student within 3 school days to inform the student of actions and requirements to address the student’s unsafe/unprofessional clinical practice performance. At that time, a written learning contract (specifying conditions and requirements for student learning and clinical practice performance, completion of any clinical practice time lost, and consequence(s) if the contract is not satisfactorily completed) will be reviewed with the student and must be signed by the student. If more time is required for the development of the written learning contract the student will be notified.

6. If the student does not satisfactorily complete the learning contract a grade of unsatisfactory (“U”) will be awarded in the clinical course.

7. If under the policies of the student’s major, the grade of unsatisfactory (“U”) results in dismissal from the program, the student will be dismissed.

8. The student has right of grade appeal under the academic grievance procedures of the university.
9. If the student is not allowed to return to the clinical course they will progress to the procedure outlined in section III.

III. Removal from all Clinical Courses, and/or Program Dismissal - when it has been identified that a student’s pattern of unsafe/unprofessional clinical practice or a serious incident of unsafe or unprofessional practice may warrant student removal from all current and remaining clinical experiences and/or program dismissal:

1. The Clinical Practice Committee (CPC) reviews the student record and any associated documentation related to clinical practice and consults with clinical faculty and course coordinators. The Clinical Practice Committee also meets with the student to obtain the student’s explanation and perceptions of the unsafe or unprofessional practice. This review shall take place within five school days of the issue being brought to the Clinical Practice Committee. The student will not be permitted to withdraw (W, WF) from any Program courses when a removal from all clinical courses and co-requisite nursing theory courses and/or Program dismissal is in progress, whether or not the University deadline for course withdrawal without a grade has passed.

2. The Clinical Practice Committee makes a decision within two school days of meeting with the student about removal of the student from all clinical courses and/or immediate dismissal from the Program.

3. When the Clinical Practice Committee decision is not to remove the student from all current clinical courses and/or dismiss the student from the Program, the course faculty/coordinator and clinical instructor meets with the student within three school days of the CPC decision to inform the student of actions and requirements to address the student’s unsafe/unprofessional clinical practice performance. At that time, a written learning contract (specifying conditions and requirements for student learning and clinical practice performance, completion of any clinical practice time lost, and consequence(s) if the contract is not satisfactorily completed) will be reviewed with the student and must be signed by the student. If more time is required for the development of the written learning contract the student will be notified.

4. When the Clinical Practice Committee decision is to remove the student from all current clinical courses and co-requisite nursing theory courses, and/or dismiss the student from the Program, the Clinical Practice notifies the student verbally, and then in writing within two school days of making the decision, that he/she is being removed from all clinical courses and co-requisite nursing theory courses, and/or is being dismissed from the Program because of a pattern of unsafe/unprofessional clinical practice or a serious incident of unsafe or unprofessional practice.

5. Removal from all clinical courses and co-requisite nursing didactic courses, and/or Program dismissal due to a pattern of unsafe/unprofessional clinical practice or a serious incident of unsafe or unprofessional practice is not appealable under the academic grievance procedures of the university.

DUE PROCESS
Once notified of removal from all clinical courses and co-requisite nursing theory courses, and/or Program dismissal, the student has right of due process through School Director, and then College Dean, and then Provost or Provost Designee. This process may take a period up to three weeks once initiated in
writing by the student. The student will not be allowed to attend any clinical courses, or in the case of Program dismissal, any Program courses, until the outcome of due process that may have been initiated by the student is determined.

IV. GENERAL INFORMATION

CANVAS

Canvas is the name of the current FGCU learning management system.

COLLEGE FORMS

Marieb College of Health and Human Services forms to appeal for a Late Withdrawal and Incomplete Grade Agreement can be found at Academic Advising

CONFIDENTIALITY AND PRIVACY RIGHTS

Cognizance of, and respect for, rights and privileges of others is an expectation of all within the helping professions. Faculty honor and respect the student’s privacy rights. Students honor, respect, and maintain confidences and privacy of clients and conform to HIPPA requirements. All student-client encounters, written, oral, or other, obligate confidentiality under all circumstances. For written assignments, only client initials are used as identifiers.

COPYING OF STUDENT RECORDS

Students may request copies of their student record. A release form requesting a copy of student record is submitted to School of Nursing or designee. Students are responsible for cost of duplicating records and mailing costs. The original release form is kept in student record after files are copied.

- Identification must be provided prior to release of record.
- Transcripts and references may not be copied or released to students.
- Copies of records will be sent to student via first class mail within one week of receipt of request.
- Student will pay $1.00/page for copies. Payment must be received when request is submitted.
- Students may request a copy of their course practice evaluation, free of charge, during their final meeting with course faculty each semester.

DISABILITY ACCOMMODATIONS SERVICES

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing
information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

**GRADUATE TUITION WAIVERS**

Tuition waivers are awarded by college. Graduate tuition waivers cover only the graduate matriculation (tuition) fee for in-state or out-of-state students, depending on the residency of the student. Waivers do not cover undergraduate courses or any additional fees. You must apply every semester by the deadline to be considered. The awarding of waivers is competitive. Colleges have limited funds available and therefore have established customized selection criteria. You may be required to submit additional forms or provide additional information to your program. Please visit the Office of Graduate Studies Tuition Waiver website for more information.

**LIBRARY HOLDINGS**

Program administrators, faculty and students have input into the collection of library holdings related to the specialty Primary Health Care. DNP students have access to library facilities on campus where they can obtain information relating to the specialty of Primary Health Care and other health related disciplines. FGCU library is on-line, and library services and databases can be accessed from remote computers. In addition, the FGCU library provides a portal to the Internet and other library databases.

The University library annual budget provides monies for each academic unit to make new purchases. Holdings are added to the library by request of the Program administrators and faculty through the SON. Student requests are also considered.

Access to library holdings at each clinical site is guaranteed by inclusion in the affiliation agreements between the Program and the affiliate. Program administrators and faculty assist in providing a collection of reference textbooks at each clinical site.

**NAME AND ADDRESS CHANGE**

Upon admission to the School of Nursing, all students must provide and maintain a current address and phone number(s) where they can be contacted by the School of Nursing. It is a student responsibility to report any name or address change to the Office of the Registrar.

**STUDENT OBSERVANCE OF RELIGIOUS HOLIDAYS**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day.
A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

**STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES**

Student representatives are invited to serve on the Graduate Curriculum Committee, and Graduate Admission and Progression Committee. Student representatives on these committees have the following responsibilities:

- Attend committee meetings and notify Chair if unable to attend
- Share with committee ideas and student body views on issues, concerns, and suggestions
- Keep student body informed of committee issues, concerns, and suggestions

**TAU ZETA CHAPTER, SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING**

The Florida Gulf Coast University Honor Society of Nursing was formed in 1998 with goal of becoming an official chapter of Sigma Theta Tau International (STTI) in November 2003. The Chartering ceremony was held April 10, 2004. One hundred thirty seven members were inducted into the new Tau Zeta Chapter of Sigma Theta Tau International Honor Society of Nursing.

Purposes of the Tau Zeta Chapter of STTI Honor Society of Nursing are to: recognize superior achievement; develop leadership qualities in members; foster high professional standards; encourage creative work; and strengthen commitment to the ideals and purposes of the profession. All members of Tau Zeta demonstrate superior scholastic achievement, academic integrity, professional leadership potential, and/or marked achievement in the discipline of nursing.

For Membership **Graduate students must:**

- Have completed 1/4 of the nursing curriculum
- Have at least a GPA of 3.5 (based on a 4.0 grading scale)
- Meet the expectation of academic integrity

**V. DISCLAIMER AND RESERVATION OF RIGHTS**

The DNP NP Program Guidebook includes general information about the DNP NP Program as well as information on policies, procedures, and course information. This Guidebook is supplementary to and should be read in conjunction with the current FGCU Academic Catalog, FGCU Graduate Student Handbook, FGCU General Graduate Academic Policies, FGCU Student Guidebook, and Student Code of Conduct. Students are required to follow all guidelines, rules, and regulations as they relate to FGCU, the Marieb College of Health and Human Services, the School of Nursing, and the DNP NP Program. However, the FGCU DNP NP Program reserves the right to revise, withdraw, amend, modify, and/or add to the foregoing policies, procedures, and information at any time without notice or obligation. Any such changes shall be immediately applicable to all DNP NP Program students.
FGCU Academic Catalog

FGCU Graduate Student Handbook

FGCU General Graduate Academic Policies

FGCU Student Guidebook

Student Code of Conduct
APPENDICES
APPENDIX A

Florida Gulf Coast University
College of Health Professions
School of Nursing
DNP Program

DNP PROGRAM STUDENT GUIDEBOOK RECEIPT ACKNOWLEDGMENT

I, ______________________________________________________, acknowledge that I have received an electronic copy of the DNP Program Student Guidebook 2017-2018 and agree to abide by all of the rules and regulations contained therein. I further acknowledge that I have had the opportunity to question and have received adequate explanations regarding the Guidebook contents and my rights and responsibilities in the DNP Program’s Student Due Process procedures. I understand that the DNP Program Policies, Procedures and Student Guidebook remain under review and any section or part may be revised without notice or obligation during my tenure in the program and that I will be responsible for abiding to any such revisions.

I agree, upon graduation, if applicable, to immediately take a review course and to sit for the National Certification Examination administered by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP).

Name: __________________________________________________________________________

Witness: _________________________________________________________________________
DNP Program Faculty

Date: ___________________________________________________________________________
APPENDIX B

SCHOOL OF NURSING
LEAVE OF ABSENCE REQUEST FORM
DNP PROGRAM

Student Name:
Address:

E-mail Address:
Phone Number:
University Identification Number:

______________________________________________

REASON FOR REQUESTING LEAVE OF ABSENCE:

LENGTH OF TIME OF LEAVE OF ABSENCE (no more than 3 consecutive semesters total over entire program are allowed):

ATTACH PLAN TO ENSURE KNOWLEDGE AND COMPETENCIES ARE AT EXPECTED LEVEL FOR COURSE(S) OF STUDY ON RETURN TO THE NURSING PROGRAM:

STUDENT SIGNATURE ____________________________ Date:_____________

ADVISOR SIGNATURE ____________________________ Date:_____________

DNP NP PROGRAM DIRECTOR APPROVED / DENIED (Circle)

DNP NP PROGRAM DIRECTOR SIGNATURE ____________________________ Date:

SCHOOL OF NURSING DIRECTOR: APPROVED / DENIED (Circle)

DIRECTOR SIGNATURE______________________________ Date:

cc: Student File
    Student Advisor
    DNP Program Director
    SON Director

DNP NP AY 2017-2018 Revised_ 6.5.17 –ADA Compliant
APPENDIX C.1

Florida Gulf Coast University
School of Nursing
BSN to DNP PROGRAM PLAN

Name: ____________________  UIN: ____________________  Date of Admission: ____________________

Faculty Advisor: ________________________________________________________________

Admission Conditions (if any): ____________________________________________________

Specialty:  *Family NP_____  **Adult Gerontology Primary Health Care NP_____

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**Total Hrs  1020**

_____ Successful completion of a minimum of 81 credit hours of doctoral level course work.
_____ Cumulative GPA of 3.0 or greater in the DNP program.
_____ Completion of all courses with a grade of “B” or higher, or “S” (Satisfactory) where applicable.
_____ Completion of Nurse Practitioner Certification exam review course
_____ Completion of clinical practice residency requirements
_____ Completion of DNP Project requirements
_____ Completion of a minimum of 1000 clinical practice hours.

_________________________  _________________  ___________________  ________________
Student Signature  Date  Faculty Advisor Signature  Date

DNP NP AY 2017-2018 Revised_ 6.5.17 –ADA Compliant
**APPENDIX C.2**

**Florida Gulf Coast University**  
**School of Nursing**  
**MSN to DNP PROGRAM PLAN**

Name: ___________________  UIN: ___________________  Date of Admission: ___________________

Faculty Advisor: __________________________________________________________

Admission Conditions (if any): ______________________________________________

Specialty: *Family NP_____ **Adult Gerontology Primary Health Care NP_____ 

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_____ Successful completion of a 36 credit hours of doctoral level course work.  
_____ Cumulative GPA of 3.0 or greater in the DNP program.  
_____ Completion of all courses with a grade of “B” or higher, or “S” (Satisfactory) where applicable.  
_____ Completion of clinical practice requirements  
_____ Completion of DNP Project requirements  
_____ Verification of a minimum of 1000 clinical practice hours (Based on MSN and DNP Practice Hours).  

_________________________________________  ___________________________  
Student Signature  Date  Faculty Advisor Signature  Date
## APPENDIX D.1

**Florida Gulf Coast University**  
**School of Nursing**  
**Doctor of Nursing Practice**  
**BSN - DNP**  
**Full-Time Progression**

### Year 1

<table>
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<tr>
<th>Fall Semester 1</th>
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### Year 2

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### Year 3

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**Total Credits:** 81

*Family Nurse Practitioner Concentration  
**Adult-Gerontology Primary Care Nurse Practitioner Concentration*  
Approved by SCAP 10/13/15
## Appendix D. 2

### Florida Gulf Coast University

**School of Nursing**  
**Doctor of Nursing Practice**  
**BSN to DNP**  
**Part-Time Progression**

**Year 1**

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**Year 2**

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**Year 3**

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* Family Nurse Practitioner Concentration  
** Adult-Gerontology Primary Care Nurse Practitioner Concentration  

Approved by GCAP 10/23/15
**Florida Gulf Coast University**

**School of Nursing**
**Doctor of Nursing Practice**
**BSN to DNP**
**Part-Time Progression**

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**Total Credits:**

| BSN-DNP | 81 |
## APPENDIX D.3

### Florida Gulf Coast University
School of Nursing
Doctor of Nursing Practice
MSN - DNP
Full-Time Progression

#### Year 1

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<td>Nursing Information Management</td>
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#### Year 2

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**Total Credits:**

MSN-DNP 36

Approved by GCAP 10/23/15

DNP NP AY 2017-2018 Revised_ 6.5.17 –ADA Compliant
### APPENDIX D.4

**Florida Gulf Coast University**  
**School of Nursing**  
**Doctor of Nursing Practice**  
**MSN-DNP**  
**Part-time Progression**

#### Year 1

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**Total Credits:** 36
APPENDIX E

Florida Gulf Coast University
Marieb College of Health and Human Services
School of Nursing
Doctor of Nursing Practice

NGR 6095: Independent Study in Nursing Proposal

**Purpose:**
To provide opportunities for students to systematically investigate problems/concerns relevant to health needs and/or care of individuals. May involve practice or educational situations related to a specific problem of interest, a case study or comparative case studies, historical studies, library research, or any other project, which provides opportunity for increasing breadth or depth of knowledge or skill. Specific objectives to be negotiated between student and faculty sponsoring independent study.

**Procedure:**
- Meet with Program Director for Major to discuss purpose of Independent Study and identify appropriate Graduate Faculty member for course.
- Prepare Independent Study Proposal and meet with identified Course Faculty member for approval.
- Submit completed proposal to Program Director for signature.
- The DNP Program Director will provide copies to student and course faculty.

| Student: _________________________________ UIN#: __________________________________ |
| Semester and Year: ______________________ CRN#: _________ Credit Hour(s): ____________ |
| Course Faculty: ____________________________________________________________________ |

**Purpose:**

| _________________________________________________________________________________ |
| _________________________________________________________________________________ |
| _________________________________________________________________________________ |

**Objectives:**

**Objective I:** ____________________________________________________________________

| Learning Activity: __________________________________________________________________ |
| Evaluation: _________________________________________________________________________ |

DNP NP AY 2017-2018 Revised_ 6.5.17 –ADA Compliant
Objective II: ________________________________

__________________________________________

Learning Activity: ________________________________

__________________________________________

Evaluation: __________________________________

Objective III: ________________________________

__________________________________________

Learning Activity: ________________________________

__________________________________________

Evaluation: __________________________________

Additional Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Program Director for Major: ___________________________ Date: ____________

Course Faculty: ___________________________ Date: ____________

Student: ___________________________ Date: ____________

Copy:

Course Faculty
Student
Student File
APPENDIX F

Florida Gulf Coast University
School of Nursing
DNP Program Clinical Course
Confidentiality Agreement (HIPPA)

Students enrolled in the DNP Program are informed about the importance of protection of confidential information about patients and their families and of the operations of agencies where students are placed for clinical experiences. It is the obligation of every student to protect and maintain this confidentiality. All patient information stored via paper or computer system is considered confidential. It is the ethical and legal responsibility of all students to maintain and comply with all confidentiality requirements of the agencies used for clinical experiences.

As a student at Florida Gulf Coast University School of Nursing DNP Program, I agree to the following:

1. I will protect the confidentiality of all patients, family and clinical agency information.
2. I will not release unauthorized information to any source.
3. I will not access or attempt to access information other than that information which I have authorized access to and need to know in order to complete my assignment as a student.
4. I will report breaches of this confidentiality agreement by others to my appropriate course faculty or DNP Program Director. I understand that failure to report breaches is an ethical violation and subjects me to disciplinary action.
5. I will not put patient/family/clinical agency identifying information on any written work completed for any assignment.
6. I will not put patient/family/clinical agency identifying information on any stored information (disk or hard drive) on my own personal computer or on any other public or private computer.

____________________________________

Date                  Signature

________________________________

Print Name

This form will be placed in my academic file; I was given a copy of this agreement for my records.