

**The University of Tampa  
Department of Nursing  
MSN & PMC Student  
Handbook**



**Academic Year  
2023-2024**

## **WELCOME TO THE MSN & PMC PROGRAM**

Welcome to the Department of Nursing (DON). Many exciting learning experiences await you in your academic journey towards becoming an advanced practice registered nurse (APRN). We will give you the opportunity to prepare yourself to practice with the skills needed in your new career path as a nurse practitioner.

The MSN nurse practitioner program is a critical part of the University of Tampa and has a long history in the Tampa Bay area. Previous faculty and students who came before you have created an outstanding reputation in Florida as well as across the country. We will provide you with the guidance you need to carry on their legacy of honesty and integrity. As professionals, in the student role, we expect you to demonstrate integrity in all academic and clinical/practicum settings. We want you to always remember that every time you interact with your preceptors, staff at healthcare agencies and clients you are representing UT.

The UT DON is a community, and like any community there are policies and regulations to follow to keep you on track. This handbook includes several policies you need to know to stay on the most direct route to success. Please read it carefully and refer to it if you have questions during your nursing education. It is always a great idea to avoid rumors and hearsay that place unnecessary stress and anxiety on both students and faculty. Therefore, if you have questions along the way, please discuss them early with your nursing faculty advisor.

As you progress through the nursing program at UT you will begin to feel the "UT experience." That experience results from your connections with your fellow classmates and from the concern of our faculty and staff for you, our students. We are here to facilitate your success. Stay focused on your goal to become a nurse practitioner. You are here to be successful. You will work hard, and we will coach and encourage you all the way!

Welcome to our future NP colleagues!





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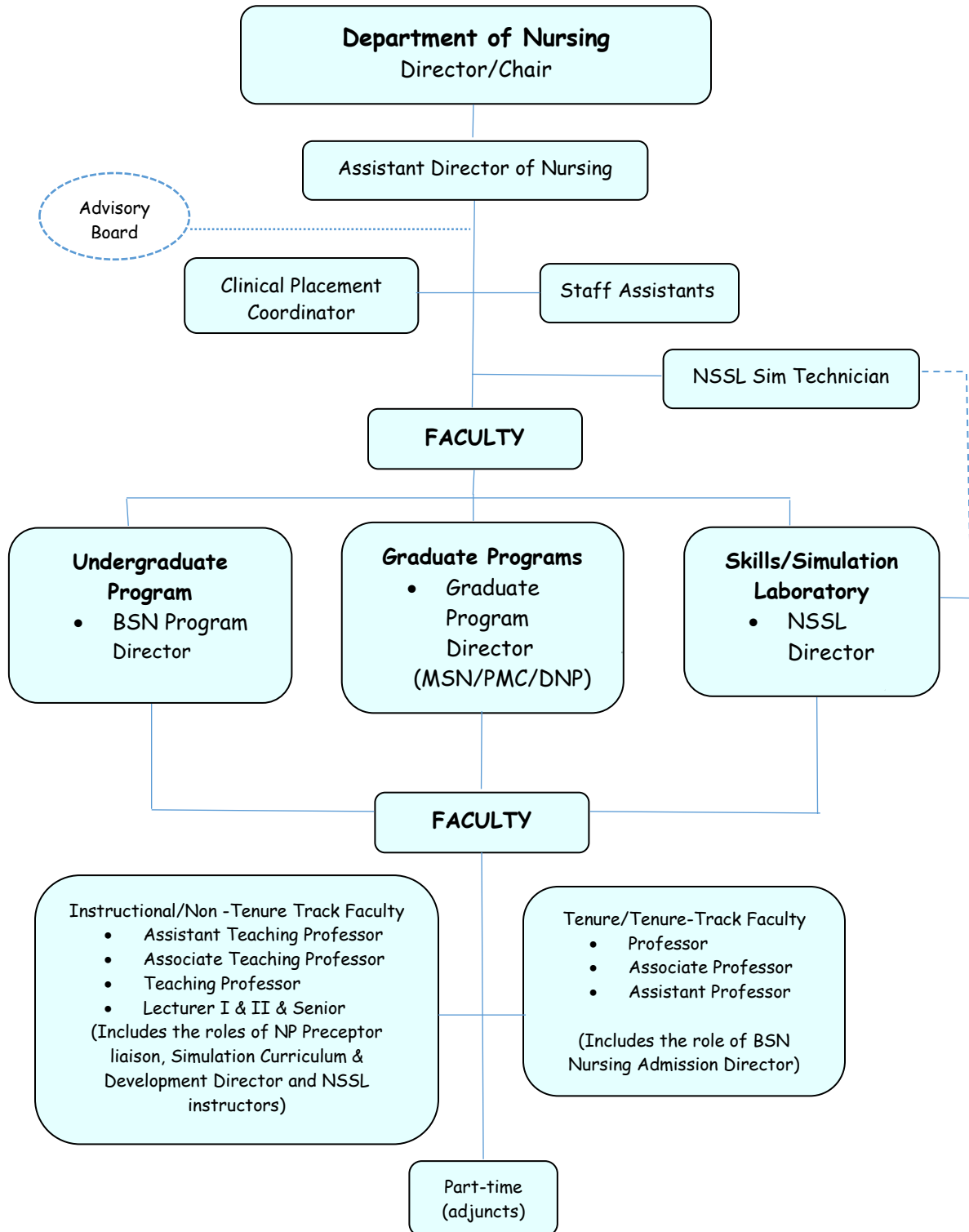
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# DON Organizational Chart





**SECTION I:**  
**Mission, Goals and Outcomes**  
**Program Overview**

## INTRODUCTION

This handbook was developed to help facilitate your study and student life. The electronic version of the DEPARTMENT OF NURSING MSN STUDENT HANDBOOK is located on the MSN Student Blackboard site. It is the responsibility of all nursing students to read the Nursing Student Handbook, as well as understand and comply with all nursing department policies and procedures.

The Department of Nursing Student Handbook is revised according to need or circumstance, and student/public safety concerns. Therefore, it is a 'living document' and students will be held accountable for the current version as posted on Blackboard, should any issue arise. Please be advised that the faculty and administration will be responsive to your questions and concerns, seek assistance as needed. Your comments about the program or suggested improvements for this reference are always appreciated. We wish you every success in your studies.

## MISSION STATEMENT

The primary mission of the Department of Nursing is to offer programs of study in nursing science at the baccalaureate, masters and doctoral level that prepare graduates as generalists in professional nursing and as nurse practitioners to function at the most advanced level of nursing practice. Through clinically relevant teaching, learning, and active application of research, students are prepared to practice competently as providers and managers of care, and members of the profession in a complex, diverse and evolving healthcare environment.

The Department of Nursing shares the commitment of the College of Natural and Health Sciences and the University to teaching, research, and service; preparing each student as a life-long learner and as a health professional providing quality, safe, evidence based and compassionate health care to the citizens of Florida, the nation, and the global community.

## DON PROGRAM GOALS

1. Prepare BSN graduates as generalists in professional nursing who advocate for and provide safe, evidence-based, patient-centered care that reflects ethical and legally sound clinical judgement and inter-professional collaboration to diverse individuals, families, communities, and populations across the lifespan.
2. Prepare MSN graduates with strong interprofessional collaboration, critical thinking and decision-making skills as advanced practice registered nurses in family primary care or adult/gerontology primary care.
3. Prepare DNP graduates to function at the most advanced level of nursing practice.
4. Promote academic and professional student success through the academic rigor of

our programs, integrating best practices in nursing education and addressing the needs of today's diverse learners.

5. Promote student inquiry into advanced study and nursing scholarship through life-long learning strategies.
6. Contribute to the University, the community and profession of nursing with a faculty that engages in leadership, scholarship and practice activities.
7. Build educational offerings and programs that meet the evolving needs of students and the health care environment.



## MSN PROGRAM OUTCOMES

The program outcomes are the expected student learning outcomes, reflecting characteristics of the expected graduate of the MSN program and the key concepts selected by the UT Nursing Faculty. *The Nursing Program's Student Learning Outcomes (SLOs) describe the graduate as one who will be able to:*

MSN Program Outcomes	MSN Essentials	NONPF
1. Integrate nursing and related sciences into the delivery of advanced nursing care for diverse populations to promote health and to prevent disease and injury for families, communities and global health.	I, VIII, IX	1: Scientific Foundation 4: Practice inquiry 9: Independent Practice
2. Employ evidence-based knowledge in the clinical management and outcomes evaluation of advanced practice patient-centered care.	IV, VIII, IX	1: Scientific Foundation 4: Practice Inquiry 9: Independent Practice
3. Synthesize broad ecological, global, and social determinants of health: principles of genetics and genomics; bioethical principles; and epidemiologic data to design and deliver lawful evidence based, culturally relevant clinical interventions.	I, II, VIII	3: Quality 6: Policy 8: Ethics 9: Independent Practice
4. Apply organizational/systems leadership knowledge and skills in the provision of culturally responsive, high-quality nursing care, healthcare team coordination, with oversight and accountability for care delivery and outcomes.	II, III, VII	2: Leadership 3: Quality 7: Health Delivery System
5. Analyze current and emerging technologies to support safe practice environments, to promote inter-professional collaboration and to optimize patient safety, cost-effectiveness, and quality health outcomes.	III, V, VII	2: Leadership 5: Technology & Information Literacy 7: Health Delivery Systems
6. Contribute to the integration of healthcare services within systems to promote safety and quality of care to improve patient outcomes and reduce fragmentation of care.	II, III, VI, VIII	3: Quality 5: Technology & Information literacy 7: Health Delivery Systems
7. Analyze how health policies influence health care practices, and employ skills in economics, business principles, and systems in the design, delivery, and evaluation of care.	VI	3: Quality 6: Policy 7: Health Delivery System
8. Demonstrate the essential values of the advanced practice role characterized by commitment to leadership, continued learning, legal and ethical decision making, and scholarly work.	II, IV, VII, IX	3: Quality 6: Policy 7: Health Delivery System

The nine MSN Essentials are:

- **Essential I: Background for Practice from Sciences and Humanities**
  - Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
- **Essential II: Organizational and Systems Leadership**
  - Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.
- **Essential III: Quality Improvement and Safety**
  - Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.
- **Essential IV: Translating and Integrating Scholarship into Practice**
  - Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.
- **Essential V: Informatics and Healthcare Technologies**
  - Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.
- **Essential VI: Health Policy and Advocacy**
  - Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.
- **Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**
  - Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.
- **Essential VIII: Clinical Prevention and Population Health for Improving Health**
  - Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.
- **Essential IX: Master's-Level Nursing Practice**
  - Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

## **OVERVIEW OF MASTERS STUDIES**

The Master of Science in Nursing Program prepares graduates for advanced practice roles in health care. The Adult/Gerontology Primary Care Nurse Practitioner (AGPCNP) concentration requires the completion of 42 semester hours. The Family Nurse Practitioner (FNP) concentration requires the completion of 49 semester hours. Students may be admitted in any semester. The courses are scheduled based on the principles of sequence, continuity, and integration. This allows for progressive building on knowledge, clinical practice concepts, and research.

Each graduate student is assigned a NP faculty advisor for academic guidance. This advisor will work with the student advisee to develop an individualized program of study.

MSN concentrations include:

- Adult/Gerontology Primary Care Nurse Practitioner
- Family Nurse Practitioner

## **OVERVIEW OF POST-MASTERS CERTIFICATE PROGRAM**

Post-MSN applicants may apply to take selected graduate courses to prepare for advanced practice, national certification, and/or licensure at the advanced practice level.

Purpose of these certificate programs is to:

- Prepare masters-educated nurses to qualify for Florida certification as advanced practice nurses
- Prepare cost-effective primary health providers who are safe and competent
- Prepare masters-educated nurses to qualify for national certification
- Prepare masters-educated nurses to strategically manage in the rapidly changing health care system

Post-Masters certificate programs include:

- Adult/Gerontology Primary Care Nurse Practitioner
- Family Nurse Practitioner

## **ACCREDITATION STATUS**

The baccalaureate degree program in nursing, the master's degree program in nursing, the Doctor Nursing Practice program, and the post-graduate APRN certificate programs at The University of Tampa are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

# **SECTION II: ADMISSIONS**

## GENERAL ADMISSION CRITERIA

### ADMISSION CRITERIA FOR MSN

Admission to the MSN program is competitive and based upon several important factors. All students admitted to the MSN program must have earned a baccalaureate degree from a regionally accredited college or university.

- Current licensure as a Registered Nurse in the state of Florida
- Application with fee
- Official college transcripts
- GPA of 3.0 or higher for the last 60 credit hours completed
- Resume
- Two letters of reference (forms are attached to the application)
- Completion of an undergraduate statistics course, nursing research course, and nursing leadership course with a grade of “B” or better will be accepted. Students must repeat the course for grades below “B.”
- No credits taken more than seven years prior to application will be accepted for transfer credit
- GRE score of 300 and 4.0 in Analytical Writing (optional)
- A minimum of one year of direct patient care experience as a registered nurse within the past five years must be demonstrated
- Personal statement required
- Completion of mandatory criminal background check with no disqualifying results (upon acceptance into program to be done within 2 weeks of semester start)

### TRANSFER STUDENTS

Students transferring to UT from other institutions must meet the transfer guidelines of UT. The Graduate Program Director evaluates courses taken at other institutions for comparability to UT curriculum requirements. Transfer credit is accepted at the discretion of the Graduate Program Director. Only credit earned with grades of “B” or better will be considered for transfer. No more than 9 credits hours may be transferred. Graduate courses completed more than 7 years prior to admission will not be accepted for MSN or post-MSN students.

There are 2 categories of admission status as outlined below; GPA requirement is based on last 60 hours of coursework.

### FULL ADMISSION

- Bachelor’s degree in Nursing from an institution that is nationally accredited by ACEN, CCNE, or CNEA
- Current licensure as a registered nurse in the state of Florida
- Minimum 3.0 GPA
- GRE score of 300 and 4.0 or better on Analytical Writing section of GRE, or take NUR600

## **PRE-MSN ADMISSION**

- Bachelor's degree in an area other than nursing
- Florida RN license
- Minimum 3.0 GPA
- REQUIRED nursing prerequisites \*

\*Students who have a bachelor's degree in an area other than nursing are admitted as Pre-MSN students. They are required to complete the following undergraduate nursing prerequisites prior to starting the graduate level curriculum.

- NUR 322 – Contemporary Issues in Health Care
- NUR 415 – Leadership and Management
- NUR 422 – Principles of Community Health
- NUR 432 – Introduction to Nursing Research
- Undergraduate statistics course

Students may take the GRE or register for NUR 600 after completion of the above courses. Students may complete these courses at another university with faculty permission. Only grades of "B" or better will be accepted. Students will be re-evaluated for admission once the Pre-MSN courses are completed.

## **ADMISSION CRITERIA FOR THE POST-MASTER'S CERTIFICATE PROGRAM**

- Current license as a Registered Nurse in the state of Florida
- Master's degree in Nursing from an accredited program, completed no more than seven years prior to application
- Application with fee
- Official transcripts from all post-secondary institutions
- Two professional letters of reference on forms provided
- Resume
- A minimum of one year of direct patient care experience as a registered nurse within the past five years
- Completion of mandatory criminal background check with no disqualifying results (upon acceptance into program to be done within 2weeks of semester start)

Post-graduate, non-degree-seeking students will complete courses from the selected concentration. Students will be individually evaluated and advised related to course selection. There must be evidence from the previous master's program of courses fulfilling UT requirements. Students must meet all prerequisite course requirements for each course in which they enroll.

## **TRANSIENT STUDENT ADMISSION**

- Students who are matriculating in an MSN program at another college or university may be eligible to take selected courses as a transient student.

- Students must provide a letter from their “home” university that establishes that they are in good standing at the university prior to registering for graduate course work.
- Transient students will be admitted into the graduate courses on a “stand-by” basis. Matriculating UT students will have admission priority in graduate nursing courses.

## **NON-DEGREE SEEKING STUDENTS**

Students with a BSN degree and a valid Florida nursing license may be permitted to take up to two graduate level nursing courses at the discretion of the Graduate Program Director. Non-degree students will only be permitted to take classes on a space-available basis, with priority registration going to current degree- seeking MSN students. Those interested must apply to the university as a non-degree student. Being granted permission to take classes as a non-degree student does not ensure admission into the MSN program. Non-degree students are not eligible for university or federal financial aid. International students are not eligible for non-degree status.

## **CURRICULUM OUTLINE**

### **MASTER’S PROGRAM (MSN)**

**Core Courses** (both FNP and AGNP-PC concentrations) 22 credits

NUR 600*	Scholarly and Professional Communication in Nursing	2
	*Required if GRE not taken or score is unsuccessful	
NUR 601	Professional Issues and the Nurse Practitioner	3
NUR 620	Knowledge Generation and Validation in Advanced Practice Nursing	3
NUR 618	Advanced Health Assessment & Clinical Reasoning	3
NUR 618L	Advanced Health Assessment & Clinical Reasoning Lab	1
NUR 645	Advanced Clinical Pharmacology	3
NUR 647	Health Promotion and Disease Prevention	3
NUR 655	Advanced Pathophysiology	3

**Adult/Gerontology Nurse Practitioner Primary Care Concentration** 20 credits

Didactic & Practicum Courses for AGPCNP

NUR 677	Healthcare Management of Adults	3
NUR 680	Healthcare Management of Older Adults	3
NUR 682	Healthcare Management of Women	3
NUR 675	Practicum in Adult Primary Care	4
NUR 676	Practicum in Older Adult Primary Care	4
NUR 686	Practicum in Women’s Primary Care	4

**Total credit hours required: 42**

## Family Nurse Practitioner Concentration 27 credits Didactic & Practicum courses for FNP

NUR 677	Healthcare Management of Adults	3
NUR 680	Healthcare Management of Older Adults	3
NUR 682	Healthcare Management of Women	3
NUR 687	Healthcare Management of Infants, Children, and Adolescents	3
NUR 675	Practicum in Adult Primary Care	4
NUR 676	Practicum in Older Adult Primary Care	4
NUR 685	Practicum in Infants, Children, and Adolescents Primary Care	4
NUR 686	Practicum in Women's Primary Care	4

**Total credit hours required: 49**

### PLAN OF STUDY/COURSE SEQUENCING

MSN students will meet with their NP faculty advisor during their first semester in the program to review and individualize the student's plan of study (POS).

#### POS/SCHEDULING POLICIES:

1. Students are admitted in cohorts and **must** follow designated plan of study (POS).
2. Students are allowed to register **ONLY** for courses designated for that term.
3. If a student can only take one course during semester, they must meet with their NP faculty advisor or MSN director to formulate a new POS.
4. If a student needs to withdraw or fails a course, they must meet with their NP faculty advisor or Graduate Program Director to formulate a new POS.

#### PRACTICUM POLICIES RELATED TO POS:

1. If the POS is followed, practicums will start in the fifth semester.
2. NP students are expected to travel, and preceptor/practicum sites and travel may be within a 100-mile range of UT.
3. See the practicum policies section in the handbook (Section V).

#### ACADEMIC ADVISEMENT & REGISTRATION

Upon admission to the program, each student will be assigned a nursing academic advisor, in the MSN program this is either the Graduate Program Director or a NP faculty member. At the beginning of the MSN program, an email will be sent from the NP faculty advisor to the student to arrange for one-on-one meeting for advising and course sequencing. Continued regular contact with the advisor is necessary and students must keep their advisor informed of problems, progress, and/or schedule changes in person or via e-mail.



Advisors are available to help students schedule and sequence courses, assist with problems in scheduling, and for referral to other University resources. Appointments should be made with the advisor whenever the student has a need for this type of assistance.

## **STUDENT RESPONSIBILITIES**

The student is responsible for:

1. Keeping informed about dates and processes for registration.
2. Meeting deadlines and actions for removing incomplete grades.
3. Notifying one's academic advisor of all courses carrying **incomplete** grades and date for completion.
4. Maintaining a current address and phone number on file with the University Registrar's Office and with the Department of Nursing.
5. Regularly reading and responding to one's UT e-mail. **Official UT and Nursing Department communications will be sent to the student via their UT e-mail address only.** Students are also expected to correspond with all faculty and staff at the university, as well as preceptors and practicum location staff using **ONLY** their UT email.
6. Attending scheduled course planning advisement appointment with their NP faculty advisor.
7. Maintaining a current copy of the MSN Course Sequencing/Program Planning Sheet and making sure that course requirements are met.
8. Keeping one's advisor informed about changes and/or decisions relating to pursuit of the degree. If a student becomes inactive for a semester or more, he/she is expected to notify the advisor about his/her status.
9. Maintaining requirements for laboratory and practicum courses.
10. Regularly checking the "MSN Student" Canvas site and UT email to check for important updates, announcements, and program-specific information.
11. Remaining informed of and adhering to nursing department policies as articulated in the MSN student handbook.

**SECTION III:**

**PROGRAM PROGRESSION  
REQUIREMENTS**

## MSN PROGRESSION REQUIREMENTS

Admission	Progression	Graduation
<p>Full Admit</p> <ul style="list-style-type: none"> <li>• GRE 300 and 4.0 writing...or...</li> <li>• No GRE, take NUR 600</li> </ul> <p>Pre-MSN</p> <ul style="list-style-type: none"> <li>• NUR 322</li> <li>• NUR 415</li> <li>• NUR 422</li> <li>• NUR 432</li> <li>• UG statistics course</li> </ul> <p>Post MSN Certificate (PMC)</p> <ul style="list-style-type: none"> <li>• Individual evaluation of MSN coursework</li> </ul> <p>Refer to Admission Categories in Student Handbook (Sec II).</p> <p>Evidence of current Florida RN license in good standing.</p> <p>Two letters of professional reference.</p> <p>Completion of UG statistic course, nursing leadership and nursing research course with grade of "B" or higher.</p> <p>No credits taken more than seven years prior to application will be accepted for transfer. Maximum of 9 credits may transfer in.</p>	<ul style="list-style-type: none"> <li>• Students must earn a "B" or better in NUR 618, 618L, 645, 655 and practicum management courses. Grades below "B" in any of these courses require the course to be re-taken the next semester it is offered.</li> <li>• Students cannot earn more than one grade below "B". A second grade below "B" will result in academic dismissal. No grade below "C" will be accepted toward a graduate degree.</li> <li>• Students cannot have more than one academic withdrawal in any of the three P courses or healthcare management courses: NUR 618, 618L, 645, 655, 677, 680, 682, 687. A second academic withdrawal will result in academic dismissal.</li> <li>• A score of 84% or better on the final class assignment, modified OSCE (comprehensive physical examination is required to pass NUR 618L. Scoring less than 84% on 2<sup>nd</sup> attempt will result in failure of NUR 618L</li> <li>• Any grade less than "B" in a healthcare management or practicum will require the student to repeat the management or practicum course.</li> <li>• GPA below 3.0 will result in academic probation. Failure to return GPA to 3.0 after 8 credit hour probationary period will result in academic dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of a portfolio.</li> <li>• The standardized Barkley comprehensive exam counts as 7.5% of the final practicum course grade for AGPCNP, FNP and PMC students.</li> <li>• Certification review course recommended for GPCNP and FNP students.</li> <li>• Must complete program within 7 years.</li> </ul>

## **MSN PROGRAM PROGRESSION REQUIREMENTS**

### **Course Withdrawals and Incompletes**

#### **Withdrawal Dates:**

The course withdrawal dates are set by the University and are in the UT [academic calendar](#) website. MSN students must be aware of the university academic calendar and drop dates as they may affect progression in the MSN program. **See the current UT [online catalog](#) for withdrawal instructions.**

Each semester has three drop dates. The first two dates are tuition-related and do not pertain to an academic withdrawal period. The final drop date is the **last day to drop a course**, no matter what the reason. Dropping after this date is not permitted and therefore the grade at the end of the semester is the grade recorded for the course.

#### **MSN Course Withdrawal:**

Specific designated courses in the MSN program are further classified as either an academic or personal withdrawal. Those designated courses are NUR 655, NUR 645, NUR 618, and all healthcare management courses. When a student withdraws any of these courses, they are assigned an academic or personal withdrawal designation.

#### **MSN Academic Withdrawal**

An 'academic withdrawal' occurs when a student withdraws from a course and is not passing at the time of withdrawal. Courses subject to this policy include NUR 655, NUR 645, NUR 618, and all healthcare management courses (didactic). Only one academic withdrawal is permitted during the MSN program. If a student withdraws after the final drop date and is given a WF grade, this is also considered an academic withdrawal. Personal reasons for not passing the course at the time of the withdrawal do not affect the AW status.

Assignments used to determine passing in designated MSN didactic courses:

The passing criteria for determination of academic vs. personal withdrawal is the weighted exam/quiz average. If the weighted exam/quiz average is less than a 75% at the time of the course withdrawal, that constitutes an academic withdrawal.

#### **MSN Personal Withdrawal**

Withdrawals are designated as 'personal' when a student withdraws and is passing the class at the time of the withdrawal **and** the withdrawal is prior to the final drop date.

#### **Practicum Withdrawal**

Practicum withdrawals are rare and are reserved for severe, extenuating circumstances which can only be approved by the program director. In this situation, the practicum hours already completed may be credited when the student takes the practicum again. However, the student must have had completed a minimum of 40 practicum hours and have had both a preceptor and practicum faculty evaluation completed prior to withdrawal for the hours to count. If the student at the time of practicum withdrawal was not performing well, based on preceptor and practicum

faculty feedback, those hours will not be allowed to be forwarded. If a student withdraws from the linked healthcare management course, they must also withdraw from the practicum course and any hours completed up to that point in the practicum course will not count. The same is true if the student does not pass the linked healthcare management course, the practicum hours will not count, and the management and practicum course will have to be repeated.

Linked courses include:

NUR 677/NUR 675

NUR 680/NUR 676

NUR 682/NUR 686

NUR 687/NUR 685

If a student needs to withdraw from a practicum after the drop date and they are passing the course, they may be recommended to take an incomplete, see below.

### **Incomplete Grades**

Incompletes may be an option at the discretion of the course faculty in consultation with and with Graduate Program Director permission. Requirements for incomplete status are outlined in the [UT Catalog Incomplete Policy](#). Course work must be completed by the university timeline.

### **Miscellaneous Withdrawal Policies**

1. The Healthcare Management Courses are pre and/or co-requisites to the practicum courses. Therefore, withdrawal from a Healthcare Management course results in the need to withdraw from the linked practicum course as well.
  - a. The only exception is when a student has successfully passed the didactic course in a previous semester.
2. Withdrawal from the NUR 618 didactic course results in the need to withdraw from the linked lab course (NUR 618L)
  - a. The only exception is when a student has successfully passed the didactic component in a previous semester.
3. Once a student has had an academic withdrawal, every subsequent course must be taken alone until the practicum courses start.
  - a. Any exception to this rule must be approved by the Graduate Program Director.
4. A second academic withdrawal results in dismissal from the MSN program.

### **Testing Policy:**

Ongoing evaluation and a final standardized comprehensive examination are in place in the Department of Nursing to assist faculty and students in identifying areas of student knowledge that require attention to successfully complete a national certification examination. In addition to successful completion of coursework, MSN students are required to participate in a comprehensive standardized test in the final semester. The Testing Policy includes course exam testing and a comprehensive standardized test for AGPCNP and FNP students. There is a fee associated with the final comprehensive test. Performance on this test will affect the final practicum course grade. Failure to pay testing fees will result in administrative course withdrawal.

**Exam Grading Criteria:**

Course grading is based primarily on examinations, and students must achieve an overall weighted average of C (75%) or better in all exams and quizzes before other graded items (such as assignments, presentations, etc.) will be included in the final course grade. This policy applies to NUR 618, NUR 618L, NUR 645, NUR 655, NUR 677, NUR 687, NUR 680 and NUR 682.

**Final Course Grading:**

Final course grades are rounded up for 0.5 or higher only. For example, a final course grade of 93.5 would be rounded to 94 = A; whereas, a grade of 93.49 stays at 93.49 = AB. Individual exams, quizzes and assignments are not rounded. Only the final course grade is rounded. In addition, requests to review previously graded work for grade change are not allowed once final course grade is recorded. Also, extra credit opportunities after the course has concluded are not provided as it is the determination of the department that the course grade is earned during the pendency of the course and will not be altered after the end of the course when the final earned results are known. These policies are in place to ensure consistency and to be equitable to all students.

**MSN Practicum Grading Criteria:**

Students must achieve an overall 84% or better on the final instructor/faculty practicum evaluation tool before other graded items can be included in the final course grade. The instructor/faculty grade on the final practicum evaluation tool is what will be reported as the final course grade if the 84% is not achieved.

**Comprehensive Physical Examination-The Modified OSCE:**

The student will demonstrate competency in the skills necessary to complete a comprehensive head to toe physical examination on a patient with no complaint or abnormal findings.

**The instructor/professor will use a grading rubric for this assignment to grade your Comprehensive Physical exam—the Modified OSCE**

A score of 84% or better must be achieved on the Comprehensive Physical Examination. Any student who receives a grade less than 84% on the Comprehensive Physical Examination assignment may retest one time only after appropriate remediation (remediation and re-test will be addressed on an individual basis by course faculty). Retest must be completed during the final week of the course. With retest, the student will not be able to get a grade higher than 84% on the Comprehensive Physical Examination. Failure to achieve a grade of B (84%) or higher on the second attempt will result in failure of the NUR 618L course.

**Academic Dismissal:**

Students who are academically dismissed due to: 1) the second grade below “B”, 2) failure to correct their academic probation status, 3) commission of a critically serious breach of the UT Academic Integrity Policy and/or engagement in repeated failures to adhere to the UT Academic Integrity Policy, or 4) a second course withdrawal due to risk for academic failure in the course are not eligible for re- admission to the UT MSN Program. Students will be notified in writing of their ineligibility for re- admission to the UT MSN Program.

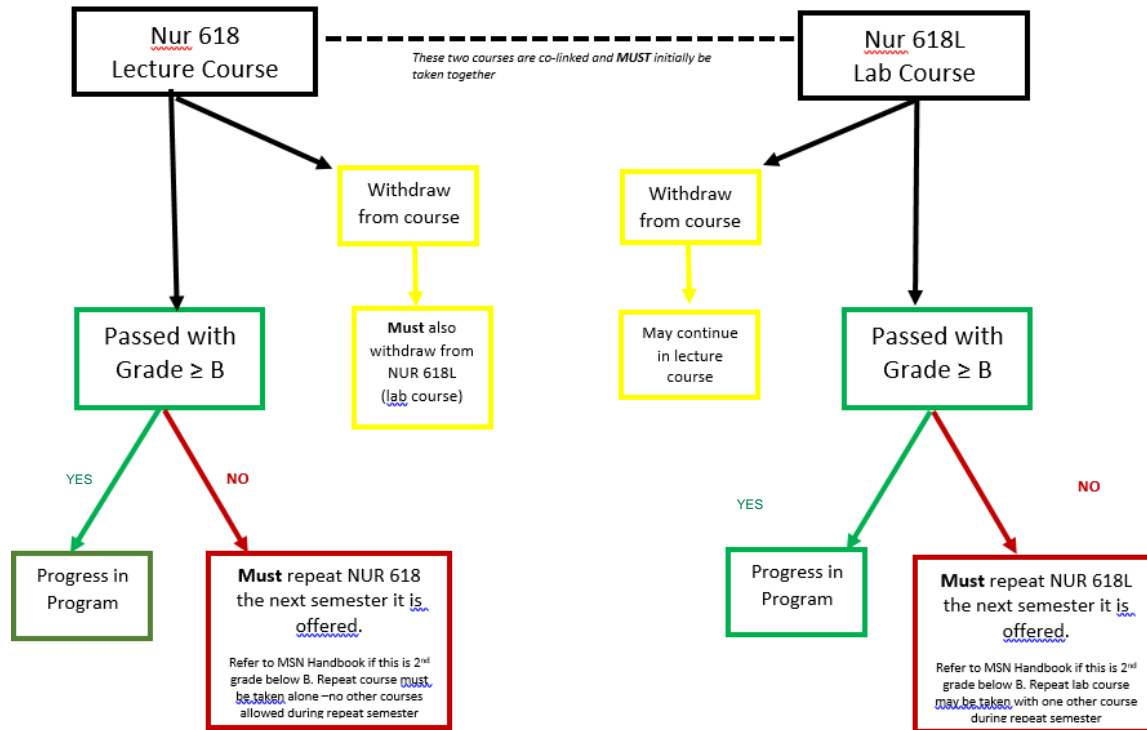
**Progression Guidelines for NUR 618/618L, NUR 655 and NUR 645:**

The following four courses: NUR 618 (Advanced Health Assessment and Clinical Reasoning), NUR 618L (Advanced Health Assessment and Clinical Reasoning Lab), NUR 655 (Advanced Pathophysiology) and NUR 645 (Clinical Pharmacology) are essential in providing a solid foundation of knowledge needed in the MSN student’s progression to the healthcare management and practicum courses.

Students must obtain a grade of “B” or higher in these courses to continue to progress in the program. If a student receives a grade below B in any of the four courses, it is considered a course failure and:

- The course must be repeated the next time it is offered.
- The original grade will not be removed from the student’s academic record and both course grades will be reflected on the transcript.
- Student must meet with their NP faculty advisor or MSN director for counseling and re-design a course sequencing plan for remainder of program.
- When the course is repeated – the course must be taken alone (no other course can be taken with the repeated progression barrier course). Exception to this is NUR 618L, it may be repeated with another course.
- If NUR 618 must be repeated because of academic failure, NUR 618L must also be repeated, even if NUR 618L was passed on the first attempt.
- In addition, if the student has any remaining essential courses (NUR 618, 618L, 645 or 655) left to take - that course must be taken alone. Exception to this is NUR 618 and NUR 618L must be taken together.
- No academic withdrawal is allowed with the repeated course – if the student academically withdraws, the student will be academically dismissed and ineligible to return.
- Should the student receive another grade below B in any future course (that will be their second) they will be academically dismissed from program and ineligible to return.

## Algorithm for Progression in NUR 618 and NUR 618L



### General Progression Guidelines (for courses other than NUR 618, NUR 618L, NUR 655 and NUR 645):

- All pre- and co-requisites for courses must be met before the student may progress to the next specified course.
- All MSN Core courses must be completed before beginning practicum courses.
- MSN students cannot earn more than one grade below a “B” in the MSN program. A second grade below a “B” will result in academic dismissal. No grade below a “C” is accepted toward a graduate degree. The course must be repeated, but original grades will not be removed from the student’s academic record. Students must repeat the course the next time it is offered.
- No grade below “B” will be accepted for the healthcare management or practicum courses. The healthcare management or practicum course will need to be repeated.
- The student must maintain an overall grade point average of 3.0. Any student whose GPA falls below 3.0 must meet with their NP faculty advisor to develop a written plan for academic improvement. Students with GPA below 3.0 will be placed on academic probation and will have eight credit hours to elevate the GPA to 3.0. Failure to do so will result in academic dismissal. Students will be offered this opportunity only one time throughout their academic program. If the GPA falls below 3.0 a second time, they will be academically dismissed.



- Students who withdraw from more than one course due to risk for academic failure will be academically dismissed from the program.
- Students must maintain current Florida RN license throughout the program.
- A student who has been out of the graduate program for two or more consecutive semesters must reapply for admission to the MSN Program.

#### **Exam Absences:**

Attendance for all examinations is expected. If a student is absent on the day of the scheduled exam, he/she must contact the instructor before the test is given except under extreme or extenuating circumstances. Students who are absent for an examination will receive a zero (0) for that exam. In extreme extenuating circumstances, a student may submit a formal request for exception to this policy as follows:

- Submit formal letter of request to course faculty.
- Include in letter of request the specific exam and a detailed rationale for the request.
- Attach official documentation of extenuating circumstances.

The course faculty will make the decision to grant or deny the request based on a case-by-case review of individual circumstances. Make-up examinations and quizzes will be administered at discretion of the course faculty. If permission to take a make-up exam is granted, the time and type of examination will be determined by the faculty. Make-up exam items may be of any type, including short answer and essay. Students who arrive late for an exam may or may not be admitted to the exam at the discretion of the course instructor. If admitted, the student will have only the remaining time to complete the exam. Students with documented special needs will be eligible for accommodations per University policy.

#### **Extreme Extenuating Circumstances:**

Occasionally, unforeseen, uncontrollable extenuating circumstances cause absence or tardiness for class or practicum laboratories; however, a pattern of tardiness shows a lack of respect for others, irresponsibility, and is unacceptable. Below are listed some circumstances which might lead to an isolated incident of absence or tardiness. When making a request for an exception to policy, students must attach the required documentation to the letter of request.

- Unforeseen illness or medical treatment of student or immediate family member requiring the student's care. Documentation will consist of medical statement with date, letterhead, and signature of care provider.
- Death of a family member. Documentation will consist of the newspaper obituary, death certificate, or funeral home documents.
- Unforeseen emergencies preventing the student from attending class or lab might include but are not limited to house fire, vehicle collision, and jury duty. Documentation will consist of an official record from the appropriate agency or office.

**Attendance Policy:**

Students are expected to attend all scheduled experiences. This includes all lectures, seminars, laboratory, and practicum experiences. If a student misses a lecture or seminar, the student remains responsible for all content and assignments. Attendance at practicum experiences is critical. Multiple unexcused absences may result in failure of the course. Multiple absences, even when excused, may result in the student having to take an incomplete or drop the course.

If a practicum is missed, the student is expected to notify the faculty member and the preceptor prior to the absence. If a makeup cannot be arranged, the student's grade may be affected, or the student may be forced to withdraw from the course. A student may be administratively withdrawn for absences accounting for more than 20% of the course (lecture or practicum).

**GRADUATION**

For MSN students, the entire program must be completed within seven years of admission to the program.

Students in the Department of Nursing must meet the graduation requirements and application for graduation deadlines found in the University of Tampa catalog. Students are expected to be aware of and meet all deadlines for graduation.

**Preparation for Licensure:**

Each AGNP-PC and FNP student is responsible for preparing adequately to take a national certification examination. Students are encouraged to attend a review course and purchase National Certification review books to assist them in this effort. During the final practicum course, the Barkley Comprehensive Predictor exam is required and counts as a minimum of 7.5% of the final practicum course grade.

MSN graduates must successfully complete a national certification examination to be eligible for advanced practice licensure in the State of Florida. MSN students are eligible to take national certification exams **ONLY** on or after the semester completion date set in the University academic calendar in the final semester of the program. Students may NOT test prior to this date.

Please note that students with criminal records are advised that successful completion of the nursing program does not guarantee eligibility for licensure as an advanced practice registered nurse. Applications for licensure by the Board of Nursing require "that anyone who has been convicted of any offense other than a minor traffic violation is to indicate so on the application." A copy of the arrest record is required. For more information, all potential licensees are encouraged to check the "criminal and disciplinary history" section of the Florida Board of Nursing web site located at: <http://floridasnursing.gov>

**SECTION IV:  
ACADEMIC POLICIES AND PROCEDURES**

### **Full Time Status**

MSN: Students must register for a minimum of 8 semester hours to be considered a full-time graduate student. A minimum of 4 semester hours must be taken to be eligible for financial aid. However, students in the MSN program are considered part-time as they typically register for no more than 6-7 credits/semesters.

### **Residency Requirement**

MSN: The last 30 credits (AGNP) and last 37 credits (FNP) must be taken on the University of Tampa campus.

### **Completion Time Requirement**

MSN: Must be completed within seven years of initial admission.

## **EVALUATION/GRADING STANDARDS**

The Department of Nursing uses the following grade scale:

94-100	A
90-93	AB
84-89	B
80-83	BC
75-79	C
70-74	CD
64-69	D
0-63	F

Evaluation methods in didactic and practicum courses are subject to change and apply to all students regardless of their choice of catalog.

Students are expected to be present for scheduled examinations and quizzes. Absences are not permitted except for verified emergencies and illness. If a student is absent on the day of the scheduled exam, he/she must contact the instructor before the test is given except under extreme or extenuating circumstances. Make-up examinations and quizzes will be administered at discretion of the course faculty. The use of personal digital assistants, calculators, smart and smart watches, and other instructional aides are not allowed during examinations unless the instructor gives permission.

### **Application for the Degree**

MSN students must complete a degree audit form at the time they meet with their faculty advisor. In addition, all students must formally apply for graduation via Workday prior to the semester in which they intend to graduate.

## **Student Conduct**

Students enrolled at the University are expected to uphold standards of integrity and behavior that will reflect credit upon them and The University of Tampa at all times. Students are also expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by the laws of the city, state, and nation, and by all rules and regulations of the University as well as practicum facility. Failure to do so may result in separation from the University.

Students are expected to demonstrate professional behaviors including affective and attitudinal qualities such as: professional demeanor, positive contribution to class, respect for others, and interpersonal skills consistent with personal accountability.

Students are expected to be honest and forthright in their academic endeavors. Students who falsify practicum documents, papers, who cheat on exams, or who are guilty of plagiarism will be given a failing grade for the work and/or will be dismissed from the program. Students are expected to neither receive nor give assistance on class assignments or examinations unless this has been previously approved by the professor. A breach in academic integrity can result in failure and academic dismissal.

## **GRADUATE ACADEMIC APPEAL PROCESS**

### **Academic Appeal Process**

The following policy applies to disputes over grading and/or academic decisions at the graduate level:

1. It is understood that the student meets first with the instructor and the program director/department chair to resolve the academic issue at hand.
2. If the matter remains unresolved, the student must notify the program director in writing within five working days that an appeal is forthcoming.
3. Within ten working days of notification, the written or emailed appeal must be submitted to the Director/Chair of the nursing department with specific evidence and all supporting documents.
4. Within five working days of receiving the written or emailed appeal and supporting documents, the Director/Chair will acknowledge receipt of the appeal and convene the Department of Nursing Appeals Committee.
5. Within ten working days, the Department of Nursing Appeals Committee will notify the student via UT student email and in writing via USPS of their decision.
6. Within ten working days of notification, the student may appeal the Department of Nursing Appeals Committee decision, in writing, to the college dean. The appeal

statement, however, must justify the need for a further level of review - by providing new evidence or evidence that the review process has somehow been violated. Should the appeal merit further consideration, the dean reviews the complete documentation from the student and the committee and has the option to consult with members of the college committee, to meet with the student making the appeal, and to ask for additional documentation. The dean issues a decision, normally within ten working days.

7. Only if the student provides new evidence about the case, beyond the dean's level of review, or evidence that the review process has been violated, may the college dean's decision be appealed to the associate dean of graduate studies. This written appeal must be delivered within ten working days of the dean's decision. If this justification is not established, the associate dean of graduate studies notifies the student (normally within ten working days) that the appeals process is complete. Should the appeal merit further consideration, the associate dean of graduate studies has the option to review all documentation pertaining to the case, to consult with members of the college committee and with the college dean, to meet with the student making the appeal and to ask for additional documentation. The associate dean of graduate studies notifies the student of the decision normally within ten working days. The decision is final.

See the Office of Graduate and Continuing Studies section of the catalog for the policy on [academic appeals for graduate students](#).

## **Independent Study Policy**

Students may select to do an Independent Study Course for 1-3 credits with a nursing faculty member, only under special circumstances, and with the permission of the Program Director. The following information outlines the minimum requirements for the completion of an Independent Study:

- At the time of registration, the following must be provided:
  - Completed Independent Study sent to the Dean's Office
  - Completed Permission for Independent Study sent to the Registrar's Office
- One credit hour of independent study is equal to 15 contact hours.
- All materials are due on or before the last day of scheduled classes for the term.
- Final grade will include completeness of project, scholarly application, evaluation methods according to the syllabus submitted with the Independent Study Agreement, adherence to APA format, if required by the Independent Study Agreement. Per university policy, the Independent Study will be graded on an A to F scale; S/U independent studies are not permitted.

## **Drug-Free School and Workplace**

The University of Tampa is committed to provide a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. No employee or student is to report to work, class, lab or practicum or to any University activity while under the influence of illegal drugs or alcohol.

## **AMERICANS WITH DISABILITIES ACT**

If you require accommodations because of a disability, please call (813) 257-5757 or e-mail [accessibility.services@ut.edu](mailto:accessibility.services@ut.edu) for information on registering with Student Accessibility Services. You can also submit your request for accommodations and supporting documentation via an Accommodation Request [https://ut-accommodate.symplicity.com/public\\_accommodation](https://ut-accommodate.symplicity.com/public_accommodation).

If you encounter disability-related barriers accessing the online content for this course, please contact Irene Sidede, Academic Technology Accessibility Specialist, at [isidede@ut.edu](mailto:isidede@ut.edu). If the initial access to the content cannot be resolved, the university will provide individuals with disabilities access to, and use of, information and data by an alternative means that meets the identified needs. Please feel free to discuss this with the Graduate Program director in private for more information.

## **Intervention Project for Nurses (IPN)**

Any student displaying behavior in the academic or practicum setting indicative of impairment related to substance abuse, a psychological/psychiatric or medical condition will be asked to self-report to the Intervention Project for Nurses (<http://ipnfl.org/>), as contractor for the Florida Board of Nursing in accordance with the Florida Nurse Practice Act.

## **SUSPENSION AND DISMISSAL**

- A. The University of Tampa Department of Nursing has established standards of conduct and performance that apply to all nursing students. The standards are commensurate with those that are expected of a healthcare professional. These standards must be upheld in order to remain and progress within the Nursing Program.
- B. The following represent conduct and performance that is unacceptable and can be used as grounds for immediate suspension or dismissal from the Nursing Program. Unacceptable conduct and performance shall include but is not limited to:
  - 1. Performing acts that violate the Florida Nurse Practice Act, including but not limited to those acts that go beyond the scope of nursing practice, or fall below the standard of care, as specified by law or by law.
  - 2. Performing duties and/or assuming responsibilities without adequate preparation, competency, and/or supervision.

3. Diverting supplies, equipment, or medications for personal or other unauthorized use.
  4. Falsifying or otherwise altering client, practicum agency, or The University of Tampa records or documents.
  5. Misrepresenting his/her practicum hours or providing any false documentation or other written or verbal inaccuracy related to practicum rotations and/or practicum hours.
  6. Abusing, neglecting, or abandoning clients and/or families, or violating privacy regulations, laws or rules.
  7. Displaying conduct that is unbecoming to a University of Tampa nursing student, or which may be detrimental or dangerous to the health or welfare of the client, family, public, or The University of Tampa
  8. Being charged with or convicted of the commission of any act that is classified as a relevant misdemeanor or any felony under State of Florida law
  9. Failure to abide by and/or commission of such acts or behaviors that violate The University of Tampa, or the Department of Nursing requirements, policies, and procedures as outlined in The University of Tampa and Department of Nursing Student documents
  10. Inability to perform required essential skills and functions due to chemical, mental, physical, or medical impairment.
  11. Posting individually identifiable patient information. Nursing students must know their legal and ethical responsibilities, organization's policies (hospital & university), regarding their responsibility to protect patient privacy, whether online or offline. \*\*
  12. Interacting with patients on social media. Nursing students must observe ethically prescribed patient–nurse professional boundaries. The guidelines in these matters are no different online than in person. \*\*
  13. Using inappropriate or offensive language in person, in online comments, videos, and other postings. This includes threats of violence and derogatory comments against race and/or gender. \*\*
- C. MSN students may not develop independent contracts (formal or informal) with practicum preceptors outside of the University of Tampa's Department of Nursing's designated process. This includes but is not limited to additional practicum experiences or monetary compensation. Students are not permitted to pay, or compensate in any way, a preceptor for their services, nor are students permitted to employ any contracting agency to secure a preceptor. Students not in compliance with this policy will be subject to dismissal from the program.
- D. Any incident of unacceptable conduct or performance will be documented in writing. A conference will be held that includes the student, the faculty member, and the Graduate Program Director, and/or the Nursing Program Director/Chair. The student will be informed in writing by the Graduate Program Director and/or the Nursing Program Director/Chair of the final decision for suspension or dismissal from the program.
- E. Students who wish to appeal the decision are directed to the appeals process as specified in the MSN student handbook and as specified in the Graduate Academic Appeals Process found under the Policies and Procedures section in the Graduate and Continuing Studies section of the UT Catalog.



\*\* Nursing students are cautioned that third parties including the media, faculty, practicum sites, and future employers can easily access online profiles and view personal information. Inappropriate material found by third parties affects the perception of the student, the Nursing department, and the University. This may also be detrimental to a student's future NP/APRN employment options. Online content and behavior have the potential to either enhance or undermine not only the individual's academic or nursing career, the University's reputation, but also the nursing profession.

**SECTION V:  
LABORATORY and PRACTICUM GUIDELINES**

## OVERVIEW OF LABORATORY/PRACTICUM EXPERIENCES

The Nursing Program includes on-site placements that provide an opportunity for students to gain experience in applying the knowledge they have acquired throughout their course work. Practicum experiences are required in all concentrations for the graduate nursing program. In addition to Department of Nursing faculty, these practicum experiences are supervised by preceptors who have obtained graduate nursing degrees (or degrees in medicine or as a physician assistant) and have demonstrated expertise responsive to the students' educational program. These preceptors supervise students on a 1:1 basis on-site in the practicum placement. Although the Department of Nursing faculty assigned to the respective courses are responsible for the student's ultimate performance evaluation and final course grade, the preceptor will contribute to the determination by completing the Practicum Evaluation Tool (PET) that will document the student's attainment of established objectives. The practicum courses are the culmination of the nursing curriculum and designed to afford integration of prior courses. Practicum courses have a minimum of 192 hours supervised practice for each practicum course.

### Performance Standards for Laboratory/Practicums

There are basic skills and abilities needed for a student to participate in giving safe, effective care to patients. These include:

1. **Observation.** Students must be able to observe demonstrations and experiments required by the nursing curriculum and be able to participate in such with adequate vision and other sensory modalities, including the senses of hearing and smell. A student must be able to observe a patient accurately at a distance and close at hand.
2. **Communication.** Students must be able to speak intelligibly and to hear sufficiently to affect an adequate exchange of information with patients, family members and other health professionals. A student must be able to read and write English effectively in order to fulfill academic requirements and to maintain accurate practicum records on patient care.
3. **Motor.** Students are required to possess motor skills sufficient to elicit independently information from patients by palpation, auscultation, percussion and other manually based diagnostic procedures. Students should be able to provide basic nursing care (clearing the airway, placing catheters, administering medications, turning and moving patients, etc.) in the general care environment, and coordinate fine and gross muscular movements to treat patients in emergency situations. Emergency situations include any circumstance in which a patient experiences either a physical or a mental medical event requiring immediate remedy.
4. **Intellectual-Conceptual, Integrative and Quantitative Abilities.** These abilities include an aptitude for rapid problem solving and must possess good judgment in patient assessment and the abilities to incorporate new information, comprehend three-dimensional relationships and retain and recall pertinent information in a timely fashion.
5. **Behavioral and Social Attributes.** Students must possess the physical and emotional health required for the application of his/her intellectual abilities and the employment of sound judgment in an appropriate and prompt manner. Students must be able to function effectively

under physically taxing workloads, and in times of physical and mental stress. Students must display compassion, sensitivity and concern for others, and maintain professional integrity at all times.

## **Prerequisites for Participation in Laboratory/Practicum Experiences**

Students must keep copies of all the bulleted items below so that they can upload them into the practicum management system during the semester they take NUR 618L. All forms must be complete, current and on file in the practicum management system **prior to the end of the first week of NUR 618L**. Students will not be allowed to progress in the course or practicums until they are in compliance. This will be considered an unexcused absence(s).

- Current Florida RN license \*\*
- Physical examination, including immunization history
- PPD or QuantiFERON test (within past year). In the case of a positive PPD skin test or QuantiFERON test, a follow-up x-ray must be submitted every 5 years. After the initial submission of a negative PPD, negative CXR, or negative QuantiFERON test, the student may continue to upload these results each semester or complete the TB Screening Questionnaire in lieu of test results (unless requested otherwise by practicum facility). If the TB Screening Questionnaire is positive, then test results will be required.
- Hepatitis B series or signed declination
- MMR titer
- Tdap immunization in the last 10 years
- Basic Life Support certification for healthcare providers (adult and pediatric/infant BLS and defibrillator use) from the American Heart Association approved BLS course \*\*
- Professional Liability Insurance (Student Nurse Practitioner, as applicable.) Liability limits of \$1M/3M are required \*\*
- MSN students may be required to undergo additional Level 2 background screening depending on practicum agency requirements.
- MSN students may be required to have 12-panel UDS depending on practicum agency requirements.
- Expenses associated Background checks and drug screening are the student's responsibility.

**\*\* Also, these are to be current and on file at the start of each practicum.** If they are not up to date, the student is not allowed at the practicum site and no practicum hours can be counted until student is in compliance.

## **CRIMINAL BACKGROUND CHECK AND DRUG TESTING POLICY**

MSN students are required to undergo criminal background check (CBC) upon admission to the MSN program and drug screening (DS) may be required during their tenure as a nursing student, as an academic and/or practicum facility requirement. The cost of all CBCs and DSs shall be the responsibility of the student. Further, the student will be responsible for completing all CBCs and DSs within the designated time period.

### **RATIONALE:**

The Department of Nursing (DON) is committed to the education of professional nurses and is obligated to provide safe and effective care to the clients we serve. We also have an obligation to those agencies with whom we contract, to ensure that our students are capable of providing safe care to their clients. The decision to utilize CBCs and DSs for admission and/or continuing enrollment purposes is consistent with the recommendations of the Joint Commission on the Accreditation of Healthcare Organizations, the American Nurses Association Code of Ethics, the policies of the DON practicum affiliates, and State of Florida and Federal laws.

Florida Law restricts access to children, elderly, and disabled patients by persons convicted of specific misdemeanors and felonies (Chapter 435 Florida Statutes). This law places restrictions on all health care facilities, which in turn require students to comply with the same restrictions as their employees and volunteers. Partnering agencies where students receive nursing practice experiences also require drug testing and criminal background checks, as well as additional information such as arrests without convictions, verification of employment, and social security verification, aimed at protecting the public. Students must meet any and all requirements of the practicum preceptors/agencies, which may be more extensive than required by UT DON.

### **PROCEDURE:**

1. The drug screen will be either a 10 or 12-panel urine drug screen which tests for amphetamines (amphetamine, MDMA, methamphetamine), marijuana, cocaine, opiates (codeine, morphine), phencyclidine (PCP), benzodiazepines, barbiturates, methadone, methaqualone, propoxyphene, oxycodone.
2. The student is responsible for the cost of the background check and drug screen, if the drug screen has to be repeated due to a dilute urine or other reason, the student is responsible for the additional costs.
3. Students who refuse testing or do not complete or pass the background check and/or the drug screen in the allowed time, will not be allowed to attend practicum and may be subject to dismissal.
4. Depending on the practicum site a Level I or Level II background check may be required by the practicum agency.
5. The MSN program director will have access to the results that will be maintained on a secured electronic site maintained through the vendor.

6. In the event a record of conviction is found, the record will be screened as to severity by the vendor and the program director will be notified, who will then notify the Department Director/Chair and the student. At that time, the student's admission offer will be rescinded.
  - a. Students claiming inaccuracies in their CBC will be referred to the entity completing the CBC.
  
7. If a student fails a drug screen, the program director will notify the Department Director/Chair and the student. Students may also be notified directly by the vendor. The student will not be allowed to continue in the practicum and may be dismissed from the program.
  - a. Students claiming inaccuracies in their DS will be referred to the vendor and/or authorized laboratory completing the drug screen.
  - b. Students will be offered a referral for counseling.
  - c. MSN students must self-report to IPN

**CONFIDENTIALITY:**

Results of all background checks and drug screens will be privileged and confidential. The information will be maintained in a secure electronic file on the vendors secured site, and shall not be released or otherwise disclosed to any person or agency, other than the following: (1) Department/Chair and Graduate Program Director; (2) persons who have a legitimate need to know, as designated by the Director of Nursing - as allowed for by the Family Educational Right to Privacy Act (Buckley Amendment) which can be viewed at <http://www.ut.edu/registrar/ferpa/>; (3) upon direction of a court order; (4) any affiliated entity providing practicum training; or, (5) with the written consent of the student. Student records will be maintained until graduation or end of matriculation.

**REVIEW OF DRUG TESTING RESULTS FOR ADMISSION & CONTINUING STUDENTS:**

*Negative (or clear) Drug Screen:* Students are clear to attend their practicum site.

*Positive Drug Screen:* Positive test results will be reported to a Medical Review Officer (MRO) appointed by the testing laboratory. The Medical Review Officer will confer with the subject student to determine if there is any authorized reason for the positive test result. The final determination of a positive or negative drug screen will be determined by the MRO. Failure to make contact with the MRO as requested results in a POSITIVE drug screening. This is considered a disqualify result (\* see below for guidelines for disqualifying results).

If a test result shows the test has been adulterated, or the test is unable to be run because the temperature of the specimen is suggestive of adulteration, the test results will be considered positive. This is considered a disqualify result (\* see below for guidelines for disqualifying results).

**\*\*Medical Marijuana:** In 2016, Florida voters passed a constitutional amendment, "Use of Marijuana for Debilitating Medical Conditions" (Amendment 2). Amendment 2 legalized medical marijuana for individuals with specific debilitating diseases or comparable debilitating

conditions as determined by a licensed state physician.

**Medical marijuana is legal in Florida, but it is still prohibited at the University of Tampa.** <http://www.ut.edu/deanofstudents/drugfree/floridalaws/>. In addition, the hospitals and practicum agencies that our students utilize for practicum practice receive Federal funding and must abide by federal law which classifies marijuana as an illegal narcotic. Therefore, it is not acceptable and test results will be considered positive and will result in admission to the nursing program being rescinded. For continuing students this is considered a disqualify result (\* see below for guidelines for disqualifying results).

*Drug Screen Result other than Positive or Negative:* If the student's drug screen results in a result that is neither positive nor negative, then the test must be repeated (at the students' expense). A test result that is neither positive nor negative includes but is not limited to a Negative Dilute, Positive Dilute, Positive No Contact, or Cancelled. If student does not comply with repeating the test, this is considered a disqualify result (\* see below for guidelines for disqualifying results).

*Negative Dilute Result:* A dilute specimen can be caused by two circumstances. The first circumstance is caused by an individual diluting the urine with water, or other liquid, by pouring it into the specimen at the time of collection. The second method of obtaining a dilute specimen is by consuming too much fluid, especially liquids that contain diuretics, prior to collection (i.e., coffee, soda pop, medications, etc.). This may be inadvertent or may be on purpose on the part of the student. A student whose drug screen result is negative dilute will be required to complete another drug screen within 24 hours at his/her own expense. Failure to comply with this requirement will result program dismissal. If the repeated sample result is dilute negative result – this is considered a disqualify result.

#### **GUIDELINES FOR DISQUALIFYING DRUG TEST RESULTS:**

Students with a disqualifying result are not permitted to participate in the practicum component of a nursing course. Any missed practicum as a result of a disqualifying result is considered an unexcused absence; this will impact the student's ability to progress in the program.

In order to participate in practicum after a disqualifying result, the student must complete the following:

- Voluntarily contact and comply with a substance abuse assessment/treatment program approved by the Florida Board of Nursing (FBON) contracted Intervention Project for Nurses (IPN).
- Authorize the substance abuse treatment program to communicate regular compliance reports directly to the Graduate Program Director.

Once the student has satisfied the above requirement, the student will be able to resume the program of study according to all guidelines set forth in the current MSN Student Handbook. Should the student refuse to participate in a substance abuse treatment program or fall out of compliance with the with the substance abuse treatment program contract, this will result in immediate and permanent dismissal from the Nursing Program and may trigger legally mandated reporting to the Florida Board of Nursing.

Graduation from the MSN Program at UT does not guarantee eligibility to obtain APRN licensure. A student with a history of a positive drug screen may likely be required to submit additional documentation of the situation and submit to global evaluation of suitability to be a safe practitioner in the venue of practice to his or her State Board of Nursing when applying for the APRN licensure.

## **REVIEW OF CRIMINAL BACKGROUND CHECK RESULTS FOR ADMISSION & CONTINUING STUDENTS:**

**UT Department of Nursing Automatic Disqualifying Criminal Offenses:** should any of the following be reported it will result in immediate dismissal from the program:

### Felonies

1. A crime of violence.
2. Any felony offense involving unlawful sexual behavior.
3. Any felony, the underlying basis of which has been found by the court on the record to include an act of domestic violence.
4. Any felony of child abuse.
5. Any felony offense in another state, the elements which are substantially similar to the elements of any of the above offenses.

### Misdemeanors

1. Third degree assault.
2. Any misdemeanor, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence.
3. A misdemeanor offense of child abuse.
4. Any misdemeanor offense of sexual assault on a client by a psychotherapist.
5. Any misdemeanor offense in another state, the elements of which are substantially similar to the elements of any of the misdemeanor offenses listed above.

### Criminal Histories

1. Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.).
2. Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
3. Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substances.
4. Registered sex offenders.

If a student does not have any of the offenses listed above on their record but does have a record of other types of convictions a nursing department administrative review will occur. While the student may be admitted to the program, if no practicum preceptor/agency is willing to accept the student based upon a positive background check, the student may not be able to fulfill the program or course/practicum requirements which will place the student in violation of the of the DON progression policy. Accordingly, the DON reserves the right to dismiss the student.



## OVERVIEW OF LABORATORY/PRACTICUM EXPERIENCES

### PRACTICUM MANDATORY MEETINGS:

- All MSN students **must** attend the practicum meetings. These meetings are outlined in the practicum section below. Students that do not attend the meeting, no matter the reason, cannot attend practicum and must wait until the following semester to begin practicum.
- All MSN students must complete all core courses prior to taking Healthcare Management and Practicum courses.

### PRACTICUM COURSES:

- NUR 675 (Adult)
  - Students must complete all 192 hours in a primary care site.
- NUR 676 (Older adult)
  - Students must complete all 192 hours in a primary care site.
- NUR 686 (Women's)
  - Students may complete all 192 hours in a primary care site...or...
  - they may complete 150 hours in a women's primary care setting with the remaining hours in a specialty (42 hours).
- NUR 685 (Peds)
  - Students must complete all 192 hours in a pediatric primary care site.

Practicum hours which count towards the required 192 practicum hours per course include only *direct patient care hours* in which direct care is provided to individuals & families.

The following are NOT allowed to be counted as part of the 192 practicum hours:

- Simulation or skill lab hours
- Travel to and from practicum site
- Lunch or breaks (including "lunch-n-learns")
- Study time
- Continuing education programs
- BLS, ACLS, PALS, NRP programs, etc.
- Observation experiences (OR, etc.) -- any observation experiences must be pre-approved by NPPL or the MSN program director and can only be for a maximum of 3 days. However, observation hours will **NOT** count towards the student's practicum hour requirements.

**PLEASE NOTE:** These are guidelines. Practicum site and preceptor limitations may require adjustments. Adjustments, when necessary, must be approved by NPPL in consultation with the MSN program director.

The Nursing Program includes on-site placements that provide an opportunity for students to gain experience in applying the knowledge they have acquired throughout their course work. Practicum experiences are required in all concentrations for the graduate nursing program. In addition to Department

of Nursing faculty, these practicum experiences are supervised by qualified preceptors. Students must complete a minimum of 192 practicum hours during the University official start date and end date of the semester. No practicum hours may be completed after the last day of the semester. **Hours should be completed by the Friday prior to finals so that the end of the semester practicum 1:1 meeting with the practicum faculty can occur during finals week.**

Any student who has not completed the minimum 192 hours by the last day of the semester must take an incomplete in the practicum and finish all required hours during the regularly scheduled start/end date of the following (Fall, Spring or Summer) semester. Semester start/end dates can be found on the Academic Calendar on UT web site.

Any student requiring an incomplete for the semester must notify the MSN Program Director, NPPL, and their practicum instructor. It is the student's responsibility to coordinate the acquisition of the remaining hours with their current preceptor or with a second NPPL approved preceptor.

### **Preceptor Requirements**

Qualified preceptors include NPs, Physicians, and Physician Assistants who are currently licensed in the state of Florida and are nationally board-certified. **Students must utilize 1 APRN preceptor prior to graduation.** The preceptor must be practicing in an area related to content in the course. In addition, the preceptor must have a:

1. Current, unencumbered Florida license.
2. Current curriculum vitae on file with the Department of Nursing demonstrating clinical education and *practice in primary care* (unless using for a specialty practicum site).
3. Minimum of 2 years clinical practice post-graduation & a minimum of 1 year of practice with the population served (Example: a family nurse practitioner working in pediatrics would need 1 year of pediatric experience) and must have a minimum of a Master's degree.

Other policies:

- No preceptors in the area you are employed.
- No preceptors that are friends or family members.
- Preceptors cannot be used more than once.

## **PRACTICUM PLACEMENT POLICY**

The MSN NP program secures practicum placement for all practicum rotations. The faculty follow a process to ensure the practicum site meets the educational needs of the student. Appropriate practicum site and preceptor selection is critical to the student's success in this program. The Nurse Practitioner Placement Liaison (NPPL) is in charge of practicum placement.

### **Preceptor Honorarium**

The University will award a monetary honorarium to each primary preceptor or practice upon the completion of the students required hours. During the Women's Health practicum, students will be offered the option of doing a specialty after completion of 150 hours of their practicum hours. In all other

practicums, students must do all 192 hours in a primary care setting. Honorariums will only be offered to the primary preceptor in all practicums. MSN/PMC students may not develop independent contracts (formal or informal) with preceptors outside the University of Tampa's Department of Nursing's designated process.

- a. Students are not permitted to pay, or compensate in any way, a preceptor for their services.
- b. Students are not permitted to employ any contracting agency to secure a preceptor.
- c. Students who engage in these activities will be subject to academic dismissal.

The NP program at UT is a **primary care program** with individual FNP/AGPCNP concentrations. Students obtaining a PMC will have the same criteria for practicum sites and placement. As a primary care nurse practitioner program, student practicum placements will be in primary care sites. Primary care sites are ambulatory sites that provide primary care for acute and chronic illness. These include, but are not limited to, family and/or internal medicine, free clinics, health clinics, public health, or rural health clinics.

Appropriate primary care practicum sites have the following characteristics:

- Age of patient population is appropriate for the scope of practice and reflect course objectives of the practicum course.
- Patient characteristics represent diversity (education, gender, income, insurance, and race/ethnicity).
- Patient volume is adequate to ensure sufficient patients per day for student to acquire the skills required to meet core curriculum guidelines, program goals and to practice in a work environment upon graduation.

Practicum sites that are not appropriate for rotations include but are not limited to:

- Chiropractic practices
- Podiatry practices
- Psychiatric practices
- Practices that are primarily obstetrics
- Cosmetic dermatology/plastic surgery practices (including but not limited to aesthetic clinics, laser, liposuction, medi-spa type practices)
- Weight loss management clinics
- Marijuana management clinics
- Operating rooms
- Practices that only allow students to observe
- Others deemed unacceptable by the Graduate Program Director

### **SPECIALTY PLACEMENTS:**

Students that want to complete specialty rotations (derm, cardiology, etc.) find and secure their own preceptor and site, see the policy for specialty placements below.

Sites allowed as specialty practicums include (but are not limited to):

- Urgent care centers
- Emergency Departments
- Retail clinics (such as Walgreen's and CVS)
- Dermatology practices (not cosmetic dermatology practices)
- Pain management practices

- Spine clinics
- Orthopedic clinics
- Sports medicine practices
- Student health clinics
- Nephrology
- Oncology
- Heart and/or CHF clinics
- Hospitalist practices (hospital-based)
- Other sub-specialty as approved by NPPL or Graduate Program Director
- Family Practice or Internal Medicine

**Requests for specialty practicum rotations are accepted through the last week of classes in the semester prior to the specialty rotation. No specialty requests are accepted after the semester has begun.**

The student must email the NPPL @ [MSNPracticum@ut.edu](mailto:MSNPracticum@ut.edu) with the preceptor and site request. The NPPL will review the site/preceptor and approve or deny the placement. Upon the approval of the site, the Practicum Placement Coordinator (CPC) will contact the student regarding the paperwork required and initiate the “on-boarding” process for the specialty preceptor/practicum site.

### **PRACTICUM PLACEMENT PROCESS**

The UT NP programs are face to face and students are expected to come to campus for classes and attend practicums in the local area. Practicum sites are prioritized by local county zones. The counties surrounding Tampa Bay are the priority for practicum placement. The counties include Hillsborough, Pinellas, Pasco, Polk and Manatee. Only in the instance that there are no remaining sites in the 4 local zones will placements be made out of the area. Students must be aware that this is a possibility. **NP students are expected to plan to potentially travel to preceptor/practicum sites and travel may be within a 100-mile radius range of UT.** Students are responsible for all arrangements and expenses for travel to and from their practicum sites.

1. The first step in the practicum placement process involves students completing the practicum placement request form. Students complete and send the practicum placement request form (found in Typhon under program documents) to the NPPL by the end of the first week of classes the semester prior to the practicum experience. Ex: for spring practicum placement, complete the form by the end of the first week of classes the prior fall.
2. Students are notified of their placement. The NPPL, UT DON GPEC committee, and program director work together to place all students at practicum sites. Students that refuse given "confirmed preceptors" or sites for **whatever** reason must sit out that semester and the student will only be able to take the management course. The practicum will have to be rescheduled for another semester. If there are concerns or questions the Graduate Program Director will make the final decision regarding the placement.
3. The University and Department of Nursing obtains affiliation agreements (which are legal contracts) with the agencies that are required to be in place and on file **PRIOR** to starting the practicum. The CPC will facilitate affiliation agreements with the approved practicum site.

4. Preceptors are emailed the practicum placement letter 6 weeks prior to the semester to include the assigned student.
5. Students must contact their approved preceptor 2-3 weeks prior to the semester start to confirm their start date and to develop their practicum schedule with the preceptor.

### **Clinical Procedures in the Practicum Site**

The following procedures taught in the UT MSN program in NUR 618L will be allowed to be performed by MSN students in the practicum setting upon successful completion of NUR 618L. These procedures may **ONLY** be performed under the direct supervision of a licensed provider, following State of Florida guidelines regarding obtaining informed consent.

- Use of otoscope and ophthalmoscope; Gynecological speculum exam to include PAP smear and obtaining cultures for STD testing; Male: prostate and rectal exam; Female rectal and breast exam.

In addition, if the MSN student opts to take NUR 621, a 2-credit elective in primary procedures, then the MSN student will be allowed to perform the following procedures covered in this course in the practicum setting upon their successful completion of this course. These procedures may **ONLY** be performed under the direct supervision of a licensed provider, following State of Florida guidelines regarding obtaining informed consent.

- Wound closures (sutures, staples, wound adhesives); local anesthesia, digital blocks, splinting, casting; HEENT procedures (fluorescein staining, foreign body of the eye/ear/nose, Morgan lens irrigation, Wood's light/Slit lamp); Cerumen disimpaction/irrigation; Nasal fracture management, Epistaxis; Toenail removal; I&D, Splinter removal, X-ray interpretation; Reduction of nursemaid's elbow. Florida specific injuries cover stings, bites, fishhook removal, tick removal.

**Practicum Evaluation:** Practicum students will have 2 checks of competence during the practicum semester. The first is in the form of an OSCE experience. This is a **mandatory** simulated experience with standardized patients around the midterm of the semester.

Practicum instructors will arrange for one scheduled final site visit during the semester to meet with the student and the preceptor at the practicum site. When notified of the scheduled date and time of the planned site visit by the practicum instructor, it is the student's responsibility to notify and obtain approval from the preceptor for the scheduled site visit by the practicum instructor. The student **MUST** be present at the scheduled date/time of this visit.

**MSN Practicum Grading Policy:** Students must achieve an overall 84% or better on the final instructor/faculty practicum evaluation tool before other graded items can be included in the final course grade. The instructor/faculty grade on the final practicum evaluation tool is what will be reported as the final course grade if the 84% is not achieved.

**Practicum Management System Documentation:** Students must maintain an accurate and up-to-date time log in the practicum management system. The practicum time log must be electronically submitted to the electronic tracking system weekly and verified by their preceptor. Failure to do so, results in suspension from the practicum until all documentation is up to date and complete. Missing practicum hours due to noncompliance with mandatory practicum management system documentation may result in failure or an incomplete in the practicum.

Students must enter their practicum schedule to include times/dates and location sites on the calendar in the practicum management system prior to or during the first week of each semester. Failure to do so results in suspension from the practicum until all documentation is up to date and complete. Missing practicum hours due to noncompliance with mandatory practicum management system documentation may result in failure or an incomplete in the practicum.

Students are required to notify both preceptor and course faculty of any changes in practicum day/times (including absenteeism). Changes must also be reflected in the practicum management system calendar.

Students must maintain an accurate and up-to-date time log in the practicum management system. The practicum time log must be electronically submitted to the electronic tracking system weekly and verified by their preceptor. Failure to do so, results in suspension from the practicum until all documentation is up to date and complete. Missing practicum hours due to noncompliance with mandatory practicum management system documentation may result in failure or an incomplete in the practicum.

## **REQUIRED ALL-PRACTICUM MEETINGS**

There are **mandatory** all-practicum meetings required during the program. Meeting days/times will be posted on the MSN Student Canvas site the semester prior to the practicum experience. The meeting will always be on the Tuesday afternoon/evening of the first week of classes.

## **PRACTICUM PARTNERSHIP RESPONSIBILITIES:**

The nurse practitioner practicum is defined as a supervised practicum experience which allows students to apply knowledge gained in the didactic portion of a program to practicum practice. Students begin practicums when they have progressed to a specific point in their education e.g., completed sciences, theoretical, and assessment courses. In addition, the experience provides the student with a professional role model whose guidance will enhance the attainment of student learning outcomes. To accomplish this, there is a partnership that is established between the student, preceptor and faculty. Within the partnership, there are roles which each partner must fulfill. The following summarizes the responsibilities of the practicum preceptor, DON faculty, and student.

<b>Faculty/DON Responsibilities</b>	<b>Student Responsibilities</b>	<b>Preceptor Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Collaborate with students to coordinate placement with available appropriate preceptor.</li> <li>2. Collaborate with students to identify learning needs.</li> <li>3. Review and approve preceptor assignment after evaluating submitted application and resume.</li> <li>4. Ensure the completion of a current practicum affiliation agreement.</li> <li>5. Communicate with the preceptor at the start and throughout the practicum experience to provide information regarding the MSN program in general and the practicum experience specifically.</li> <li>6. Meet during regularly scheduled times with the student and the identified preceptor to discuss the student's progress toward achieving the objectives.</li> <li>7. Evaluate preceptors and practice site for appropriateness of student learning.</li> <li>8. Maintain responsibility for supervision, guidance, and</li> </ol>	<ol style="list-style-type: none"> <li>1. Contact the approved preceptor 2-3 weeks prior to the semester start to confirm practicum start date to develop the practicum schedule with the preceptor.</li> <li>2. Maintain an accurate and up-to-date calendar schedule of practicum days and hours and location site on the practicum management system. <ul style="list-style-type: none"> <li>- Notify faculty of any calendar changes.</li> </ul> </li> <li>3. Submit to the preceptor and the agency proof of licensure, liability insurance, basic life support certification, and documentation of current immunizations as requested.</li> <li>4. Attend the practicum site in accordance with the agreed upon schedule and in proper dress, complete with UT Name badge and Student ID.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit CV prior to the onset of the practicum experience.</li> <li>2. Confer with the student and the faculty member to determine the feasibility of meeting the practicum objectives at the selected facility.</li> <li>3. Meet with the student regularly to plan experiences, mentor learning, provide supervisory feedback, and promote attainment of the student's learning objectives.</li> <li>4. Orient the student to the practice site, its programs, policies, and procedures to promote a potentially successful, mutually enhancing professional relationship among the student, the faculty, personnel and the clients receiving services.</li> <li>5. Meet with the student and the student's practicum faculty to discuss the student's progress towards achieving the objectives as often as necessary to appropriately</li> </ol>

<p>evaluation of student learning experiences.</p> <p>9. UT faculty will retain final authority for determining when the student has successfully met requirements for satisfactory completion of the practicum and course requirements.</p>	<ol style="list-style-type: none"> <li>5. Notify both preceptor and practicum instructor of any absenteeism time and a plan for fulfillment of required time.</li> <li>6. In the practicum management system, complete daily practicum time log. <ul style="list-style-type: none"> <li>- Log to be verified and signed by preceptor weekly</li> </ul> </li> <li>7. Notify practicum placement coordinator, NPPL and practicum instructor immediately of any preceptor changes or additions.</li> <li>8. Notify practicum instructor of any problems associated with the placement as soon as potential problems are identified.</li> <li>9. Notify MSN program director and/or practicum instructor and NPPL of any concerns (including, but not limited to) the preceptor's performance and/or conduct.</li> <li>10. Ensure submission of the practicum evaluation tool by the preceptor; to be completed prior to the 1:1 practicum exit meeting with practicum instructor.</li> </ol>	<p>guide the student's learning.</p> <ol style="list-style-type: none"> <li>6. Provide direct supervision during practicum experiences to ensure appropriate practicum performance and to promote skill development.</li> <li>7. Submit the final practicum evaluation tool as required at the conclusion of the experience.</li> <li>8. Notify MSN program director and/or practicum faculty for any concerns regarding the student's performance and/or conduct.</li> </ol>
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## **PESH REQUIREMENTS**

Objective: To encourage ongoing professional engagement which will lead to sustainability of the APRN profession through professional engagement, continuing education, and service to the profession and the community.

### **Requirements:**

#### **Categories:**

1. Professional:
  - Attendance at a professional conference
  - Oral presentation/Poster presentation at a conference
  - Attendance at a nursing organizational meeting
  - Educational presentation at the practicum setting to other providers/students
  
2. Education: APRN level educational activities (RN license requirements not permitted)
  - Journal article CEUs
  - Pharmaceutical dinner educational presentation (maximum of 2 hours per meeting)
  
3. Service: may not be service as a part of your RN employment
  - University of Tampa MSN student committee member
  - Volunteer Standardized Patient in Simulation Lab
  - Volunteer hours to university nursing sponsored event or a community organization

## **PROFESSIONAL APPEARANCE POLICIES**

The following professional appearance policies are in effect for all students unless they conflict with the policies of individual institutions/practicum sites where students are assigned; in which case, the institutional policy of the practicum site supersedes the UT policy. In all instances, students must adhere to the professional appearance policies of the agency in which they are having practicum experiences.

Patients/clients and their families have a right to expect that the nurses (including student nurses and student nurse practitioners) caring for them maintain the appearance and behavior of a professional. Approved nursing attire and professional appearance must be observed anytime a student is in a practicum area. Students represent not only themselves, but the Department of Nursing at the University of Tampa and the nursing profession. University approved nursing attire and professional appearance is outlined as follows:

**MSN Students:** A white lab coat must be worn in the practicum setting, over business-casual attire. The following are **NOT** acceptable attire for any students: denim jeans, colored jeans, any type of sneakers or open-back or open-toe shoes, attire through which underwear can be seen, skirts or slacks that are too short or tight, shorts, tank tops, exposed midriffs, any kind of sports uniform or bathing suit, flip-flops.

The lab coat must be worn anytime the student is in the nursing lab or practicum setting other than for scheduled practicum experiences.

**Name and ID Badge:** For MSN students, a University of Tampa student nurse practitioner badge (provided by the Nursing Department) and Student ID card must be worn in the practicum setting.

**UT SPARTAN ID Card:** Students are required to always have their UT ID card. Access to the fourth floor (Nursing Skills and Simulation Lab) is restricted and your ID card is required to access the elevator and stairwell to the lab.

**Personal Appearance Standards for All Students during the Practicum Experience:**

- Hair must be a color considered natural for hair. Due to issues related to the transfer of bacteria, hair must be worn off the collar.
- Fingernails must be short and clean. Bright nail polish, shellac and acrylic nails are not acceptable. Clear and pale pink are the only acceptable nail colors allowed.
- Perfumes, colognes, or after-shave are not to be used.
- Facial hair for men must be neatly trimmed. Some agencies do not let personnel, including students, wear facial hair.
- Jewelry should be limited to a watch and single earlobe studs if desired. Wedding rings can be worn. It is highly recommended that rings with stones are not worn because of potential damage, loss or injury to a patient.
- Tattoos must not be visible at any time.
- All body piercing jewelry must be removed before entering a practicum setting, except for single earlobe studs. No gauges are allowed.
- **COSMETICS:** Make-up should be kept to a minimum and appear natural. Foundation bases, powder and blushes should correspond with each individual's skin color. If mascara and/or eyeliner is worn, it should be applied lightly in shades of black or brown. Eye shadow, if worn, should be in natural shades so as not to be conspicuous (no glitter). Lipstick, if worn, should be applied lightly and complement the individual's appearance. True lip tones or natural shades of lipstick are acceptable.

As nurses, it is important to be role models in health promotion. Smoking, including the use of smokeless tobacco, electronic cigarettes, and visible nicotine replacement products is prohibited. The smell of smoke on clothing and hair is offensive, especially to clients who are ill. Clothing and hair that retain smoke odors are not acceptable in the practicum setting. Facilities prohibit cigarette smoking (including but not limited to e- cigarettes, vaporizers, Juul pods) anywhere on facility campus, including parking areas.

# **SECTION VI: Miscellaneous**

## APA STYLE

The Department of Nursing requires all coursework to be formatted using the rules of APA Style<sup>©</sup>, detailed in the *Publication Manual of the American Psychological Association, Seventh Edition*, unless otherwise directed by course faculty. **Students are to use the “professional” format and not the “student” format.** Tutorials are available on the APA website: [www.apa.org](http://www.apa.org).

## E-MAIL

All students are provided a University e-mail address in the format *username@spartans.ut.edu*. Official University and Department of Nursing communications will be sent to the student via this e-mail address only. Students are required to regularly read and respond to their University e-mail. **The Nursing Department communicates with students exclusively through their UT e-mail address.**

## EMPLOYEE REIMBURSEMENT PAYMENT PLAN (ERPP)

The University of Tampa allows students receiving tuition benefits from their employer to enroll in a deferred payment plan. The plan allows students to register with a payment of 50% of their tuition cost and student service fee. The remaining balance will be due 30 days from the last day of classes. Contact the Bursar’s office for additional information.

## SCHOLARSHIPS

There are a number of scholarships available for students. Information and applications are posted on the “UT Nursing Students” Canvas site.

## LOAN PROGRAMS

Varieties of loans are available to assist students. There are two basic types of loans available to students: need-based "subsidized" loans, and “unsubsidized”, non-need-based loans. To qualify for these loans, students must be registered at least halftime (6 credit hours for **BSN** students, and 4 credit hours for **MSN** students), and be a U.S. citizen or a certified permanent resident. Additional information is available in the UT catalog, on the UT website, and directly from the UT Financial Aid Office.

## TECHNOLOGY REQUIREMENTS FOR NURSING STUDENTS

Students entering the nursing program are required to have a laptop to support their learning. The UT Department of Nursing technology requirement is an initiative to enrich the nursing education experience through the use of laptops for easy and quick access to information. This undertaking has evolved from technology changing the way content is delivered in classrooms, learning and demonstration of nursing skills, simulation, clinical setting, online examination administration and e-books. This initiative also **facilitates content generation, collaboration, and communication both online and onsite for both students and faculty.**

**Faculty** may require you to bring and use your personal laptop for in class course related work, so you should be prepared to bring your laptop with you to class fully charged. UT supports a high-speed wireless network with coverage throughout all of the buildings and the UT campus has over 700 wireless hot spots.

**NOTE: iPads, Tablets (Android, Windows RT) and Chromebooks will not meet the minimum requirements and cannot be used for the activities and assessments required in this nursing program.**

The laptop requirements meeting the technology requirements of the Nursing Department are described below.

A personal laptop – either a PC or Mac with functioning high-speed Wi-Fi is required for this program. iPads, tablets, and Chromebooks are NOT compatible for the testing required for the nursing program. Only a laptop computer is compatible.

If you already own a laptop, ideally it should not be older than 3 years and have sufficient processing memory to run current versions of Microsoft Office, have a long and stable battery life, and high-speed wireless capability. While it is possible that a laptop older than 3 years will perform adequately during your entire program, machines this old are likely to experience hardware and software problems. Hard drive failures in particular become increasingly common. Laptop failure or poor performance could hinder your success as some classes and testing rely on an adequate processor and high-speed wireless technology. Students will be required to download Proctorio software and follow instructions for remote testing.

UT Technology Requirements

<https://www.ut.edu/about-ut/university-services/information-technology-and-security/computer-recommendations>

## **SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING**

The mission of the Honor Society of Nursing, Sigma Theta Tau International (Sigma) is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to be the global organization of choice for nursing. Students enrolled in a nursing program, and who meet the following criteria, are invited to join through one of STTI's chapters located around the world. The Delta-Beta-At- Large chapter is our chapter at UT.

The Delta Beta Chapter-at-Large of Sigma Theta Tau International Honor Society of Nursing at the University of South Florida and The University of Tampa was created in April 2000 with the re- chartering of the existing chapter at USF with the Honor Society of Nursing at UT. The purposes of the chapter are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. The chapter sponsors research conferences, scholarly programs, leadership awards, student scholarships, and research grants.

Baccalaureate students are invited to join based upon academic scholarship, integrity, and faculty recommendations. Graduate students and community leaders may apply when membership criteria are met. Invitations and Induction into the Society is normally held in the fall semester. Additional information about chapter activities and calendar of events may be found on the chapter web site. <https://deltabeta.sigmanursing.org/home>

### **Undergraduate Students must:**

- Have completed ½ of the nursing curriculum;
- Achieve academic excellence;
- Rank in the upper 35% of graduating class (the GPA may change each year depending on the average GPA of the top 35% of the graduating class), but GPA cannot be lower than a 3.0;
- GPA is based on cumulative GPA earned at the University of Tampa as reported on Spartan web.
- Meet the expectation of academic integrity/professionalism.

### **Graduate Students (MSN and DNP) must:**

- Have completed 1<sup>st</sup> practicum experience;
- Achieve academic excellence, with grade point average 3.5 or greater;
- Meet the expectation of academic integrity/professionalism.